

GREATER SAN ANTONIO QUILT GUILD

2nd VP OF INFORMATION

JOB DESCRIPTION

Revised January 2025

1. **PURPOSE.** To publish the newsletter and the annual membership directory and to maintain the guild's digital presence.
2. **RESPONSIBILITIES.**
 - a) Publishes the newsletter on a monthly basis.
 - i. **DEADLINE.** Content submission is due midnight Saturday one week after monthly guild mtg.
 - ii. Publishes the newsletter two weeks after the monthly guild meeting.
 - b) Publishes the following content in the newsletter:
 - i. Letter from the president.
 - ii. Board meeting minutes.
 - iii. General guild meeting minutes.
 - iv. Treasurer's latest monthly report.
 - v. Paid advertisements.
 - vi. Pieces of the past.
 - vii. Other items submitted by the content submission deadline.
 - viii. Publishes approved yearly budget in November.
 - ix. Publishes list of nominees for board positions in November.
 - c) Manages the guild email account and addresses email in a timely manner.
 - d) Prepares the power point slide deck for the Guild general meeting.
 - e) Keeps the database of the membership up to date.
 - f) Updates the website with Current and Archived newsletters.
 - g) Updates the website with Bring & Brag photographs.
 - h) Obtains the president's final approval prior to publishing the newsletter.
 - i) Maintains a digital presence online using the guild webpage and social media pages.
 - j) Responds to messages that are sent through social media platforms in a timely manner.
 - k) Opens the newsletter advertising to both members and non-members:
 - i. **DEADLINE.** Content submission is due midnight Saturday after monthly Guild mtg
 - ii. **CONTENT.** Quilt related and all copy subject to approval by the editor. A point of contact and phone number must be furnished in the event there are questions from the editor.
 - iii. **DISCLAIMER.** Publication does not constitute endorsement of content. Those who respond do so at their own risk.
 - l) Publishes the Guild's membership directory.
 - m) Attends all board and guild meetings. If unable to attend a meeting, assigns a delegate to stand as her/his position but is still responsible for outstanding action items that may arise during that meeting.
 - n) Serves as board liaison for designated committees.

- o) Performs other duties as assigned as deemed necessary by the President and/or Board.

3. COMMITTEE CHAIRMEN REPORTING TO 2ND VP OF INFORMATION.

- a) Advertising
- b) Archivist
- c) Membership
- d) Photography
- e) Webpage
- f) Welcoming/Sign in
- g) See General Information document for description of committee.

4. REPORTING AND RECORDKEEPING.

- a) Submits a quarterly report to the president and secretary; retains the original in her/his files.
- b) Submits an annual report to the president and secretary; retains the original in her/his files.
- c) Maintains an inventory of all guild property in her/his possession.
- d) Maintains a record of expenses and submits an annual budget for operating expenses.
- e) Maintains the 2nd VP Board Books for her/his successor.
- f) Takes backups periodically of critical files, such as:
 - i. Indd files for newsletter publication
 - ii. Html web pages – index webpage, archived newsletter page, bring & brag folders
- g) Updates job description as responsibilities change.
- h) Reviews job description with your successor in advance to prepare her/him for their new role.