

**Position: *Newsletter* Editor**

- Create, e-mail and mail the *Sampler* newsletter at *least* 5 times per year.
- *Solicit and collect* information considered of interest to the members.
- Request reports from all workshops, functions and shows.
- *Notify* all *Guild* members of *newsletter submission due dates*.
- Contact other publications for permission to print articles *if needed*.
- Be aware of and remind contributors of copyright regulations.
- Check with the Advertising representative to make sure that the right ads are included in the newsletter.
- *Send draft newsletter to president/delegate for proofing prior to distribution.*
- *Email copy of newsletter (Sampler and Flying Needle) to sister guild's president.*
- *Send out Flying Needle monthly to include previous month's minutes and any other details...*
- Attend executive and *evening* meetings.

*Usual Contents:*

January / February: Spring Festival entries and raffle tickets

March / April: Education Bursary winner and proposed budget for the next fiscal year

May/June Notice of AGM and announce Social, Summer gatherings, any other events over the summer, *Saanich Fair reminder*

September / October: Extra copies to hand out at Fair, *Retreat reminder, 10-hour Stitch-in reminder*, Call for Spring Festival Teachers

November / December: Publish names of Fair winners; including 10-hr Stitch-in information; Education Bursary winner; Social reminder; Brownie & Guide Workshop reminder