

## PPWG Newsletter Editor

The Newsletter Editor is responsible for the preparation, publication, and printing of the guild newsletter. The guild newsletter is published 10 times per year (Sept – Jun).

Term of office is normally one year and may be asked to serve one or more consecutive years.

### Responsibilities

- Requests monthly articles from board members, standing committee chairpersons, and members.
- Edits articles, announcements, and letters that have been submitted by board members, standing committee chairpersons, members, and non-profit organizations whose events are related to weaving, spinning, or dyeing.
- Takes photographs at guild meetings, workshops, demonstrations, and events of members and their woven, handspun, and/or hand-dyed items. If these photographs are to be used in the newsletter, obtains written permission, including by e-mail, to publish the photos in the newsletter.
- Works with the Advertising Chairperson to ensure the ads in the newsletter meet or exceed the advertiser's expectations.
- Reads other regional guild newsletters and includes listings of activities and/or events sponsored by these guilds that are open to the members of the PPWG.
- Puts the newsletter together between the 20<sup>th</sup> and end of the month prior to the PPWG meeting.
- Publishes the newsletter and sends it electronically to the Web site Chairperson before the end of the month prior to the PPWG meeting.
- Prints black-and-white copies of the newsletter for members who pay for the newsletter to be mailed to their homes, each business advertiser with a postal address who wants a copy of the newsletter sent to them, and one copy for the Membership Chairperson to show to potential members. Prepares the copies for mailing and posts them prior to the PPWG meeting. Sends electronic copies of the newsletter to those business advertisers who only provide an e-mail or web site address.

Software requirements:

Publishing:

Word

Adobe Acrobat (full program)

Photographs: Adobe Photoshop Elements or similar program

Weaving: WeavePoint, Fiberworks PCW, or similar program that can open a .wif file and export it to the photographic and/or publishing program.