



Publicity/Member at Large

Supersedes

Original - Standard Operating Procedure for Publicity/Member at Large

Current Chairperson

Belinda Baggett

Job Description

The Committee lead for Publicity/Member at Large is responsible for notify local press of upcoming meetings and events. In addition fills in in for any board members in their absence. Responsible for maintaining any assigned budget targets.

The Publicity/Member at Large Committee Chair a member of the General Board of the Guild and is a volunteer position.

Procedure

The following table identifies the actions to be performed and the individual or function responsible.

Publicity/Member at Large Chairperson

Item	Action
1.	<p>Submit a monthly guild article to the Maryland Gazette. Keep a community focus on the details and stay around 150 words. State the date/time/location of the next Guild Meeting and include program information with a brief speaker biography. Include the agenda for the following Saturday's Library Treat. Include information about the Guild membership, costs of guests, and a point of contact with telephone number.</p> <p><i>NOTE: The printing of the article is done the Saturday before the guild meeting. The article is written and submitted at the least 7 – 10 days in advance of the Saturday paper print date. As an example, if the Saturday before the meeting is October 3 then the article would be submitted on September 23 -26th. This will allow adequate time to make the deadline for the paper.</i></p> <p><i>NOTE: The article is sent to the Linthicum columnist. Check with the Maryland Gazette for the contact information.</i></p>
2.	<p>Information for the article shall be obtained from the Program and Library Chairpersons. Information is obtained from the Program and Library Chairpersons, and is typically in their newsletter submission.</p>
3.	<p>It may be necessary to consolidate the speaker information & library content to be more community focused. Some of the newsletter content speaks to the ladies of the guild and not the community.</p>

QUILT SHOW CHAIRPERSON

Item	Action
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**Previous
Chairperson**

Barbara Wilhelm	Since 2011
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