

Gillies Job Description

Title: **Newsletter Chair**

Reports to: Gillies President

Purpose: To provide communication among the Gillies through the Gillies newsletter – *Friday Footprints*.

Blue indicates changes during 2021-2022 due to museum shutdown.

Responsibilities:

1. With input from President, plans needed content of each issue.
2. Assembles submitted news items and develops final draft for review and approval of President and President-Elect.
3. Forwards approved copy to Information Technology Chair for electronic dissemination and to Web Site Coordinator for inclusion on Gillies Website.
4. Arranges for printing and distribution of hard copies via snail mail.
(Maintains a master list of those Gillies who still need a hard copy sent.)
Suspended
5. Forwards vouchers for mailing and printing expenses to the Treasurer.
Suspended
6. Places a copy of newsletter in the tray above Library Chair's desk and in the cabinet . Places any extra hard copies on the table in the Gillies Sign-in Room. Post a color copy of each issue in the Sign-In Room with a 'Sign-In Room Copy' written at the top. *Suspended*
7. Attends all Board, General Membership, and Gilcrease Forum meetings. Prepares a brief report in duplicate for the Board meeting and presents major items. *Submits the report to the Secretary before the meetings via email.*
8. Maintains a comprehensive notebook of schedules, procedures, and activities for the guidance of the succeeding chair.
9. Submits to the Treasurer before the January Budget Committee meeting a list of expenditures for the current year and a proposed budget for the coming year.
10. Prepares and submits an annual report in triplicate to the President-Elect.
Suspended

11. Performs additional duties as assigned by the President.

Time Commitment: 30 administrative museum hours and participation in volunteer programs.

Updated: April 2019