

## **Quilters' Sew-ciety – Publicity**

### **Description – Revised 2025**

- A. **Organization Relationship:** Standing Committee
- B. **Term:** A one-year term with the option of serving any number of consecutive terms
- C. **Committee Composition:** One-member – additional volunteers can be recruited as needed
- D. **Overview of Responsibilities:**
  - 1. Overseeing the publicizing of Quilters' Sew-ciety events.
- E. **Responsibility Details:**
  - 1. You are invited to attend all Board meetings. Attend when possible.
  - 2. Publicize the QS monthly guild meetings, sleep in your bed retreats, etc.
  - 3. This information needs to be given to as many community event listings as possible at least 2-3 weeks before the event
  - 4. QS Information is sent to but not limited to the following locations (free sites only)
    - a. KNXR radio- mail monthly letter
    - b. KTTC TV – submit information on line
    - c. Rochester Post Bulletin – submit on line
    - d. KROC radio – submit on-line
    - e. Community News Corp (Byron Review and Star Harold) – email information
    - f. QS Facebook Editor/Webmaster – submit on-line or by email
  - 5. Work within the Publicity line item in the QS budget
    - a. Twice a year (in June and December), create a flyer with all the meetings, speakers, classes, events, locations and dates/times for the next six months. These should be distributed to local businesses to include but not be limited to:
    - b. Local Quilt Stores

- c. Beauty Salons
- d. Grocery Stores
- e. Libraries
- f. Etc.

6. Contact President Elect with Publicity Committee concerns or problems

**F. Other:**

1. Maintain a record-of duties completed during your term
2. Prepare a Quilters' Sew-ciety Year-End Report regarding the duties completed
  - a. This original report is given to the President under which you served, with a copy of this report kept with the Publicity records