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| Primary Responsibilities | Calendar of Activities | Activity Detail |
| **Participates in:** | **Board Meetings:**  |  |
|  1. All Board Meetings | Jan, March, May, July, September, November, December | Remind committee chairmen as to when their committee reports are due for the next Quill and that photos are a welcome sight in the Quill. |
| **Publishes:** | Quill, bi-monthly, publish by the first of the month. (6 issues) | Starting with the Jan/Feb issue. |
| **Receives and sends via email:** |  |  |
|  1. Committee reports from committee chairman | Reminders are Sent out via email approximately 2-3 weeks before next Quill issue is electronically published to committee chairmen requesting that they email their report to Editor before due date. | List of current committee chairman’s email and other pertinent info found in NMQA roster for that appropriate year.Reports should be received in .pdf or .doc format. |
|  2. Ads from participating businesses. | Reminders are Sent out via email approximately 2-3 weeks before next Quill issue is electronically published requesting that they email their ad to Editor before due date. | List of current advertisers available separately. Ads should be received in either .doc or .pdf format. |
| **Invoices for ads sent via email** | Email each advertiser approximately 2 weeks after their ad has been published.  | Create invoice for ad published which should include current sales tax. Checks should be made out to NMQA and mailed to Quill Editors home address. Be sure and list size of their ad and Quill Edition their ad was located in. Money/Checks received from advertisers should be listed on the NMQA deposit form which can be downloaded from the NMQA website. Checks/money and form should be given to current Treasurer. Advertisers receive a five percent discount for paying on an annual basis by the end of January of each year. Advertising rates are published in each Quill. |
| **Out of State Ads** | Out of state ads are inserted at no cost to the advertiser. |  |
| **NMQA Member ads** | No cost to NMQA members. | Not for promoting member businesses |
| **Quill Edition**  | Each Quill edition should include cost, size of ads (can be B&W or color), where the payments should be mailed. | Refer to past Quill Editions as examples. |
| **Obtaining new ads** | Always be searching for new advertisers. Need not be sewing related. |  |
| **Budget related** | If you must use the USPS service, stamps can be obtained from the Treasurer. | I used email exclusively but that doesn’t mean you have to.  |
| **Software** | Currently using Microsoft Publisher with Adobe PDF to save for sending out to public. | Adobe PDF contract specifically for current editor |
| **Publishes:** | Proposed NMQA budget in the Jan/Feb issue of the Quill. Also publishes the slate of nominees for NMQA positions in the November issue. |  |
| **Electronically Publishing Quill** | Currently a copy of the Quill (pdf format) is sent to the corresponding secretary so that she can email a copy to all current NMQA members. | Another copy is emailed to the NMQA public website webmistress for her to upload to site. The Editor also uploads a copy to the NMQA Yahoo site in which each member is also notified of upload. Try and keep the size of Quill as small as possible. Copy sent to all advertisers bi-monthly. |

**NMQA Quill Editor – Job Description**