

Newsletter/Web Page Job Description

NEWSLETTER:

The Newsletter Team will publish a newsletter once a month. It is to be filled with information that will benefit the Guild membership. Data that should be included are:

- Information on what has and is happening in the membership
- General membership monthly birthdays and participation in special events
- Information submitted by Team Leaders
- Reminders of meeting dates and times
- Updated membership statistics

The Newsletter Team Leader will convert the newsletter to PDF format and submit it to the Guild Secretary for publication (via email or regular mail) by the third of the month.

WEB PAGE:

The Web Page Team Leader will create and maintain the Guild web page as part of the Louisa County Catholic Parishes website. The web page will include:

- Meeting information
- Current Year Officers
- Team information
- Link to the current newsletter
- Calendar of events
- Photos of past activities and events