

Duties of the TBQ Guild Threadlines Chair

The Threadlines Chair

- prepares and mails to members who do not have internet access the “Treadlines, a printable version of TBQ’s monthly news posted each month on the website
- makes editing/proofreading decisions necessary to ensure the Threadlines stays at 6 pages (2-sided, 3 sheets of paper) See notes.
- should have good computer knowledge in preparing WORD documents and formatting skills
- prints and mails copies to members without internet access (preferably one week prior to the general meeting) after the editing and proofreading are done
- saves the document in “PDF” format and forwards it to the Webmaster who will save the Threadlines to the TBQ Website so it is available for future reference
- provides a year-end report of activities, issues, concerns and suggestions to the President in June

NOTES

1. The Chair should keep a record of income and expenses for the year-end report to the President.
2. The Chair should keep the mailing to 6 pages total to ensure that the postage does not go over 1 ounce. This is not always possible.
3. Not all pictures from the monthly news have to be included in Threadlines.
4. If a committee is posting the exact information every month, it does not have to be repeated in Threadlines every month if space is needed.