PUBLIC RELATIONS COORDINATOR  
Off Board Position  
Revised October 2018

Term: 1 year as appointed by MQ Board

Prerequisite: Must be an MQ Member in good standing.

Inventory: Bylaws and operating procedures.

Reports to: Communications Directors

Description: Promote MQ's activities.

Time required: Currently an unknown amount of hours per month.

Meetings required to attend: One monthly meeting.

Budget: $0

PRINCIPAL FUNCTIONS AND RESPONSIBILITIES:

- Coordinate activities with and report to Communications Director(s)
- Utilize website for announcements of upcoming activities.
- Attend MQ Board meetings when requested.
- Attend one MQ monthly membership meetings when possible. If unable to attend, delegate responsibilities to alternate as necessary.
- Send notices of monthly meetings to fabric and quilt shops and other sister organizations (i.e. Textile Center).
- Assist in/keep the MQ Quilt Shop listings and resource list updated.
- Put notices of meetings in newspapers when program is of interest to general public, at the direction of the board.
- Utilize available signs and membership forms from the MQ office for public events.
- Set up displays, on request/at the direction of the board.
- Assist the Communications Directors, if necessary, in preparing the annual position budget for the upcoming year to be submitted at the September Board meeting.
- Assist the Communications Directors, if necessary, in preparing and submitting the year-end position report. This will be used for the Annual Report.

JOB INSTRUCTIONS:

Read and sign the contracts for the Volunteer Agreement and Conflict of Interest. Turn in signed parts of contract to Office Administrator.