

**PRAIRIE QUILT GUILD
WICHITA KANSAS
JOB DESCRIPTION
ADVERTIZING CHAIR**

- To obtain contracts with advertisers and collect advertising fees
 - a.) Advertisers may consist of Quilt Shops, other Businesses, Individuals, Members
- These should be set up on a regular call/notification schedule
- To give all monies to Treasurer specifying that it is Advertising and receive receipt.

- To be accountable for Advertizing Notebook, monies received, and expenses incurred
- To write a report at the end of term of office
 - Membership report should include: Number of advertisers, new and old;
 - Number of ads per month/year
 - Timeline for completion of tasks
 - Itemized income and/or expenses incurred
- To submit copy of end of term report to the President, and the Membership Notebook
- To return Membership Notebook and files intact to the President at end of term or when requested

All expenses incurred must be documented with provided vouchers and accompanied by receipts before approval for reimbursement will be given by the Board of Directors.

Any deviation in policy requires Board of Directors approval.