

Communications Coordinator Procedure Manual

1. Send out all emails pertaining to guild activities and/ or other related pottery information such as upcoming workshops, info from various outside associations such as Alberta Craft Association etc. to guild members.
2. Send out the monthly minutes every month to each member and also to our website folks Marnie and Derek Gomez - derekgomez@telus.net marniegomez@telus.net
3. Notify members each month about the upcoming monthly meeting and remind them who is in charge of the snack for the month and also to send notification if they will be absent from the meeting.
4. In September, check with the membership coordinator that the new membership list is being worked on and have them send it to communications Coordinator for printing off and sending to the membership by email. Have some copies available for the studio and put one in the binder by the phone.
5. Send new membership list to website folks for posting.
6. When the membership list changes each year, so does the glaze assignments list on the website. Update this on the website when clay Coordinator sends you the new list. Ask website folks for a copy of the past years' glaze records since this will be deleted. They will send you this in a file format.
7. Send any other updated files as necessary to website folks.
8. Notify members of the AGM meeting 10 days prior to that June meeting.