

Guild Communication Chair

The Guild Communication Chair is appointed by the Guild President to serve as a liaison between the Guild Board and the Heard Museum staff that are responsible for the publication of print and digital publications promoting the Guild programs that are open to the Heard Museum members and the public.

The Guild Communication Chair:

- is a Director at Large on the Guild Board
- is a voting member of the Guild Board
- attends all meetings of the Guild Board and other meetings as required by the President
- accepts and carries out such duties as may be assigned by the President in addition to those stated
- submits monthly and annual reports as determined by the Board and/or President.

Tasks

- Edits all submissions from the Guild Board members and Committee Chairs for publication in the bi-monthly Guild digital newsletter titled “Happening Now”. Submissions include:
 - Promotion of Guild events and programs.
 - Requests for volunteers.
 - Pertinent and timely notices to Guild members.
- Liaisons with Guild Board members & Committee Chairs and Heard Marketing Staff. Notifies Museum staff member responsible for print and digital publication for the Museum of the Guild events and programs that are open to the public. Submissions for Museum publications are sent to the Communication Chair who will then direct the submission to the appropriate Museum staff member, the exception being the Indian Fair and Market.
- All requests from the Museum Staff for Guild volunteers will be sent to the Communication Chair for publication to the Guild members.

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