

STATE PUBLICITY JOB DESCRIPTION

The State Publicity person shall be appointed by the State President subject to the approval of the State Executive Board for a term of 2 years or to complete an unexpired term. This individual will be responsible for publicity and promotion of newsworthy events by providing information to both the Quester Quarterly and the Cracker Crumbs as well as the website when appropriate. In addition, will prepare news articles for local newspapers on events taking place in their community.

DUTIES:

- 1. Shall attend the State Council Meetings in order to obtain pertinent State information from the Board members for promotional purposes and publishing in the Cracker Crumbs and Quester Quarterly newsletters.**
- 2. Shall prepare promotional articles for local papers relative to special events in their area.**
- 3. Shall prepare reports for the State Board meetings (held 3 times per year) and the Annual Council Meeting and email same to all Board and appointed members.**
- 4. May attend State Board meetings and other meetings as requested by the State President.**
- 5. Shall keep a file of past Publicity releases. Shall keep files in order and be prepared to forward to successor promptly.**
- 6. Shall coordinate with newsletter editors to establish the dates and deadlines for copy of the publication – one in the Fall with a deadline of July 1 and one in Spring for a deadline of December 1 for the Cracker Crumbs.**
- 7. Shall work with the State Editor relative to types of articles needed for each issue.**

Revised July 2025