

Edmonton Art Club

Newsletter Committee Outline

The Edmonton Art Club ("EAC") publishes monthly issues of a newsletter that are distributed to our subscribers via an online platform generated through our website blog and printed copies are distributed to a subscribers list.

Members regularly contribute to the newsletter, in addition to occasional contributions made by various other members from time to time.

Newsletter Committee members include:

1. editor and production director
2. regular contributors
3. advertising coordinator
4. critique photographer
5. critique writer

Please note that computer skills are necessary. There is research involved. The expectation is that all material to be published in the newsletter is properly vetted to be art related or Edmonton Art Club related.

The purpose of the EAC newsletter (in conjunction with the website) is seen as a vehicle to share relevant information with a network of people that comprise both the EAC membership and the public.

The website publishes the newsletter to its blog. The blog has a subscribers list, who are alerted upon each new blog post. The newsletter is included as a monthly blog post.

The EAC, through this publication, strives to access a growing audience and allows it to share engaging content, promoting membership, art shows, and increased website traffic.

Guidelines for Committee Members:

There are two versions of the newsletter created monthly. Public and Members Only. The Public version excludes the Minutes of Meetings as well as the Executive and Committee List. All other information remains the same.

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Critique images and critic comments are included in the monthly newsletter.

The newsletter is forwarded to the webmaster for publication to the EAC website and blog. This mechanism automatically uploads the newsletter to our Facebook group page.

A copy of the monthly newsletter to be forwarded to the Historical Committee as part of the distribution list.

An annual report to be submitted to the Executive Committee, Grants Committee and Treasurer before the Annual General Meeting in January.

An example of a newsletter committee annual report, authored by Rob Guetre:

[Newsletter Committee Report](#)

The EAC publishes monthly issues of a newsletter that go out to subscribers as printed copies and for online distribution.

11 issues were published 2021

A total of at least 8 EAC members regularly contribute to make this happen, in addition to occasional contributions made by various other members from time to time...

Contributors include:

1. editor and production director
2. regular contributors
3. advertising coordinator
4. critique Photographer
5. critique writer

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