

<b>Digital Media Committee</b>				
<b># Members</b>	<b>Term</b>	<b>Meetings/year</b>	<b>Required by LQG By-Laws</b>	<b>Last updated</b>
<b>Varies</b>	<b>1</b>	<b>Varies</b>	<b>NO</b>	<b>11/2017</b>

In August of the current Guild year, the Membership Chair should remind the Digital Media Committee Chair that annual dues renewal will be happening soon. The Digital Media Committee Chair is responsible for all electronic communications about the LQG membership renewal process. The Digital Media Committee Chair will ensure that information about joining LQG or renewing LQG membership is posted on the LQG website, on the LQG Facebook Page, and in LQG email blasts. Individuals will be informed of the following:

- A. Membership in LQG is \$50 annually, with an Early Bird Special of \$10.00 off when submitted or postmarked by December 31.
- B. Individuals may join LQG or renew their LQG membership via the following methods:
  1. Register and pay online at the LQG website.
  2. Access a membership form online (via email or the LQG website). Complete the online membership form and print it out. Place the completed membership form and dues payment in an envelope and submit one of the two following ways:
    - a. Turn in the envelope at a meeting of LQG in September, October, or November.
    - b. Send the envelope via US Mail to: **LQG, PO Box 6861, Lincoln, NE 68506.**

1. Maintain up-to-date list of groups and contacts.
2. Arrange for meetings of the Small Quilt Group. Identify a meeting location, establish a meeting schedule, and communicate this information to the LQG President and the Digital Media Coordinator.

1. Committee members will make all decisions for the Committee with concurrence from the LQG Board. The Committee does not have to answer to outside influences. In the event that problems are encountered, the Committee Chair should contact the LQG President.
2. When appropriate, the Chair should submit any proposed changes to this Committee description to the LQG President. Only the LQG Board has authority to revise Committee descriptions, including purpose, process for adding new members, and/or duties.

*Enjoy your work on this committee. Your enthusiasm carries over to others!  
Thank you for serving Lincoln Quilters Guild!*

*Enjoy your work on this committee. Your enthusiasm carries over to others!  
Thank you for serving Lincoln Quilters Guild!*