

**FCCA *JOURNAL* MANAGING EDITOR
AND
ASSISTANT *JOURNAL* EDITOR RESPONSIBILITIES
October 2007**

OVERALL RESPONSIBILITIES

FCCA Editor, their Assistant, Membership Chair, and the President will keep in close contact on dates and schedules of the upcoming issuance of the *Journal*.

- ◆ Position is nominated by the President--**no term is specified for the position.**
- ◆ Prepares Monthly Current Events and e-mails to the webmaster to post on FCCA web site.
- ◆ E-mails the Board and Officers and requests articles six weeks prior to the distribution date and provides a deadline.
- ◆ Notifies Assistant to notify typesetter, printer and distributor by e-mail of proposed completion dates of the *Journal*, three times a year.
- ◆ Receives all articles from various sources and finalizes the *Journal* and forwards to Assistant for final proofing before sending it to typesetter to finalize.
- ◆ Forwards invoice from typesetter to FCCA Treasurer for payment.
- ◆ Approves contract letter(s) to confirmed advertisers drafted by Assistant.

ASSISTANT *JOURNAL* EDITOR RESPONSIBILITIES

- ◆ Reviews the *Journal* draft and provides changes to typesetter.
- ◆ Seeks vendors to advertise in FCCA *Journal*.
- ◆ Prepares advertising contract letter(s) to confirmed advertisers for *Journal* Editor's approval.
- ◆ Maintains current FCCA Rate Card, Process to Advertise Guidelines and Member Profile Form, and provides updates to webmaster to post on FCCA website.
- ◆ Submits a quarterly expense request to FCCA Treasurer for *Journal* expenses.