

# Jardineros de Placitas

## Job Description - YEARBOOK EDITOR

### **BYLAWS REFERENCES:**

#### Article III

Sec. 3: Dues shall become delinquent after November 15. Names of delinquent members shall be dropped from the active rolls and shall not be included in the yearbook.

#### Article VII

Sec. 1: The officers, the immediate Past-President, and the chairs of standing committees shall constitute the Board of Directors.

Sec. 2: The Board of Directors shall supervise the affairs of the Club between its regular meetings and shall implement such policies and actions as directed by the membership. It shall make recommendations to the membership, and perform such other duties as specified in the Bylaws of the Club.

Sec. 4: Meetings of the Board of Directors may be called at the discretion of the President or upon written request to the President by three members of the Board.

#### Article VIII

Sec. 1: There shall be the following Standing Committees: Benevolence, Community Service, Constitution and Bylaws, History, Refreshments, Membership, Nominating, Programs, Website, and Yearbook.

Sec. 11: A Yearbook Committee, headed by an Editor, shall publish the yearbook.

### **STANDING POLICY REFERENCES:** None

### **GENERAL DUTIES:**

The Yearbook is a handy source of information for Jardineros de Placitas members. It contains a directory of members' names, addresses and other contact information; a schedule of the year's meetings; information about the officers, standing and other committees, and interest groups; a copy of the Constitution and Bylaws; and other current and historical information that the Yearbook Committee feels is appropriate. The Yearbook Editor is responsible for its compilation and distribution.

#### A. Compilation

Throughout the year receive changes and additions for the upcoming Yearbook, including Bylaws amendments and Club donations. After October elections, receive names of coming year officers, committee and interest group chairs, meeting schedule and programs, and roster of paid dues members. Follow through with responsible parties as needed:

- Confer with Board of Directors and Yearbook Committee members about format and content.
- Revise Yearbook contents as needed on computerized document.
- Call meeting of Committee for proofreading of revisions.
- Determine number of copies needed.
- Have Yearbook printed in time for distribution at January meeting.

#### B. Distribution

- Distribution is to members beginning at the January meeting.
- Extra books are turned over to the Membership Committee for distribution to new members.
- Two copies are given to the President of the Club
- One copy is kept for the Club archives.

The Editor attends all Jardineros board meetings and performs such other duties as are assigned by the Board or the President.

### **COMMENTS AND SUGGESTIONS** from predecessors:

The Yearbook Committee, in consultation with the Board, can alter the format and schedule to better suit the needs of the members if required.

Putting a label with the name of a member on each yearbook makes for easier distribution. Neighbors, friends, etc., are encouraged to take books to absent members.

Updated September 2013