

CMEA News Editor

The CMEA News Magazine is published four times a year – September, December, March and June. (Copy Deadlines are August 1, November 1, February 1 and May 1, with submission to printer no later than two weeks after each deadline) Two publications are mailed and two are available to our members only online. Manuscripts are sent directly to the CMEA News Editor and are submitted electronically. The subscription rate is included in the annual membership fee. The annual stipend is \$2,000 payable quarterly upon publication of each issue. An additional stipend of 5% of total NEWS advertising sales income shall be paid to the editor as a bonus upon the close of the fiscal year. This applies only to advertisements acquired by the Editor.

Editor's qualifications:

1. Be computer proficient and fluent in word processing and worksheet programs along with photo editing software and music composition software. Must also have knowledge and ability to convert from similar programs when necessary.
2. Must have excellent organizational and writing skills, be able to multi-task and work well under pressure to meet deadlines.
3. Have an artistic eye for layout and design.

Editor's Duties:

1. Communicate with the members of the Executive Board and Students Affairs Commission as necessary to secure information for upcoming NEWS issues.
2. Seek out new contributors for feature articles.
3. Send confirmations regarding use of articles to those who submitted.
4. Seek out and secure permission to reprint articles from other publications as necessary to guarantee a variety of areas are covered in every issue.
5. Be available at CMEA sponsored events, take photographs or arrange to have some taken.
6. Work with the Executive Director to establish advertising rates and submit them to the Executive Board for approval.
7. Actively solicit advertising. Forward copies of advertising contracts to the Executive Director upon receipt.
8. Work with the Executive Director to set up a calendar of publication dates and communicate the submission deadlines to contributors.
9. Post all information related to advertising and submission deadlines on the CMEA.org website.

10. Organize all articles, forms, photographs and advertising for current issue and work with the printer to establish a layout and cover design for each issue.
11. Carefully proofread all materials for spelling, format, grammar and presentation. Check all advertising for expired dates prior to going to print.
12. Adhere to publication copy deadlines and submit final proof to printer and Executive Director within two weeks following copy deadlines.
13. Provide detailed billing information to the Executive Director immediately after publication of each issue so processing may be done in a timely manner.
14. Serve as an ex-officio member of the Executive Board, attending meetings and report on the NEWS.
15. Attend the State Editor Meeting held annually as part of the NAFME National Assembly in late June. Travel/hotel/meal expenses are paid by CMEA.