



## APPLICATION FOR “CONNECTION” EDITOR

Calpaca invites you to be considered as the Connection Editor for the *Calpaca Affiliate Newsletter/Magazine* for the period \_\_\_\_\_ to \_\_\_\_\_.

Please complete the following information and attach separate addendums as needed.

Name:

Address:

City, State and Zip

Phone:

Cell Phone:

Fax:

Email:

Please submit this form with the attachments to:

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Submissions should be received by \_\_\_\_\_

### Position Overview

The Connection Editor is responsible for producing the **Connection** including design, content, printing, record keeping, and on-time delivery to the Membership. This accountability is a delegated responsibility meaning the editor must submit any proposed editorials to the Board for approval prior to publication.

### Requirements of the Position

The Connection Editor is responsible for:

1. The general layout and overall look and feel of the **Connection**
2. Soliciting for and editing content of articles and information in a timely manner
3. Reminding contributors of deadlines and submission requirements in a timely manner
4. Assisting contributors with their submissions as needed
5. Creation of spreadsheets or other ways of tracking ad activity (what was ordered, what was paid, what was included in the **Connection**)
6. Maintaining the **Connection** bank account

7. Providing quarterly budget reports to the Calpaca BOD within two weeks of each publication
8. Providing other reports relating to the Connections as requested by the BOD
9. Ensuring the **Connection** is mailed to members before the quarterly meetings
10. Providing a PDF version of the **Connection** for posting on the Calpaca website

**Personal Requirements:**

- ? Strong organizational skills
- ? Establishes and meets deadlines
- ? Ability to effectively work with people in order to complete designated tasks

**Technical Requirements:**

- ? Knowledge and demonstrated use of desktop publishing program(s)
- ? Ability to store and transmit graphics and documents
- ? Proficient in creating spreadsheets and reports

**Experience and References**

Submit a minimum of three examples of desktop publishing projects you have created. These can be brochures, ads, multi-page booklets, etc.

**Budget**

CALPACA has an annual budget of \_\_\_\_\_ for the quarterly production, printing, and mailing of the **Connection**. This budgeted item includes the compensation for the Connection Editor. The Connection Editor is expected to stay within the budget.

**Compensation**

Pay for serving, as Connection Editor is \_\_\_\_\_ per issue with the Editor to submit request for payment to the Calpaca President.

*Selection of the Calpaca Connection Editor will be made by the Calpaca Board and will be relayed to submitters by \_\_\_\_\_*

Thank you for your interest,