Job Description of Yearbook Editor

The Job of Editor is to oversee the publication of the Yearbook from creation to delivered Annual Yearbook

Sits on PaBIA's Board as a Director

Skills Needed:

Proficiency with following computer programs: InDesign, Photoshop, FileMaker Pro, Excel, Word

Communication, marketing and editing skills (assure branding)

Knowledge of PaBIA and the Ojibway Club

Summer of Year to be reported on the following year
1. Encourage quality photographs and new articles for next year's yearbook
2. Assign Photographers to take quality photos of various PaBIA events
3. Encourage the Ojibway to provide and share pertinent photographs for inclusion in the book.

Fall of Year
1. Communicate with the Secretary who is responsible for Yearbook ads in fall of year to determine costs for advertising so that s/he can in turn communicate with all current and potential advertisers
2. Update FileMaker Pro Advertiser Database File for use the following year: update prices, year, additional information wanted for information to assist Secretary
3. Update InDesign files to reflect new edition: Dates and Ongoing Information

January of Yearbook year
1. Communicate with directors/contributors with deadlines for submissions
2. Begin to organize the desktop publishing for new book with new files/basic layout
3. Communicate directly with Publisher to be aware of constraints, expectations, deadlines, and cost.
4. Communicate with the Ojibway Club as to their submissions: pictures, reports, lists, wishes

February/March
1. Oversee and Prepare Ad submissions
   a. Assure it is in proper format
   b. Assist advertiser when necessary
   c. Prepare it for publication
   d. Note completion on FMP Ads File
2. Oversee submission of all Directors/Chairs Reports
   a. Receive directors/councilors/reeve reports
   b. Edit if necessary and return to individual for approval
3. Coordinate all submission and preparation for Pictures
   a. Determine pictures to be used
   b. Crop/edit pictures for entry into book
4. Download and Format Lists from FileMaker Pro PaBIA Database to Excel
   a. Membership Lists
   b. Work with secretary of PaBIA and Ojibway to assure accuracy of all lists
   c. Once accurate, download
      i. Firepump Lists
      ii. Map Locations List
      iii. Contributing Advertiser Lists
      iv. Advertising by Category Lists
5. Compile book
6. Prepare Book for publishing
   a. Provide hardcopy to publisher
   b. Provide digital format to publisher
   c. Review draft of book and make any corrections necessary
   d. Sign off on blue line.