

## SoundBoard Editor Job Description

The SoundBoard Editor is responsible for creating the AMTA newsletter and distributing to the AMTA membership three times per year.

### Responsibilities

- Serve on the AMTA Board, attending all meetings and making reports as needed.
- Announce the deadline for the next issue at each board meeting. **Send a reminder** to all board members & local association presidents at least 2 weeks in advance of the deadline. The deadlines are Oct 6, Feb 6, and July 6. **Publish** the newsletter to all members three times each year (November, March, and July/August).
- Publish the deadline for all issues in the SoundBoard. Any AMTA member may submit information or an article for consideration of inclusion in the newsletter.
- All ads will be sent to the editor by the Ads Chairman. Keep a list of the ads, ad sizes and the number of issues each ad will run.
- Collect articles, information, photos, etc from members and format the newsletter. Edit copy for grammar and accuracy. The current format is in Microsoft Office Publisher. The new editor will receive a Dropbox folder with PDFs and working copies of some past issues.
- Work closely with the President concerning the most important news to be highlighted in each issue. In the Nov issue, publish the AMTA spring audition forms. In the March issue, publish AMTA conference info. In the summer issue, publish winners and honorable mentions from state auditions.
- Send a PDF of the completed newsletter to AMTA webmaster near the first of the month of publication.
- Once published online, send the Newsletter web link to the 2<sup>nd</sup> Vice President for membership distribution thru email.
- Work with the treasurer to cover any expenses relating to dispersing the newsletter. Send the financial report form found on the website at [www.almta.org](http://www.almta.org).
- Currently, long time member of AMTA, Vincentine Williams, receives a print copy of each issue at no cost to her. AMTA will reimburse the editor for printing and postage expenses.

## Calendar of Duties

- September 6 – Send Fall issue deadline reminder to AMTA Executive Board members
- October 6 – Fall issue deadline
- November 1 – Publish Fall issue
- January 6 – Send Spring issue deadline reminder to AMTA Executive Board members
- February 6 – Spring issue deadline
- March 1 – Publish Spring issue
- June 6 – Send Summer issue deadline reminder to AMTA Executive Board members
- July 6 – Summer issue deadline
- August 1 – Publish Summer issue