



## **APS Bulletin and Current Publications Chair Duties and Roles**

### **Editorial Group**

The APS Bulletin and Current Publication Chair works to organize the Editorial Group and New Peony Directory for publication. The Bulletin is published quarterly and New Peony Directory annually. These publications are valued as the major membership benefits by APS Members. The development of these publications is carried out by the Editorial Group under the direction of the APS Editor and requires extensive work in numerous areas.

#### **General Information**

- Position is appointed/renewed through appointment by the President every two years.
- Any qualified member of APS may be appointed to the position, but should have writing and marketing experience.
- The position is not compensated at this time.
- Outsourcing of layout/design, printing and mailing are paid for
- The Editorial Group is described in a separate plan and contains information about assignments and tasks.

#### **Qualifications**

- Ability to organize a meetings
- Communicate effectively Editorial Group, contributors, BOD and all entities which supply information for publications.
- Understanding of marketing and overall production of publications
- Strong writing skills
- Self-motivated/strong work ethic
- Flexibility and willingness to make changes in program

#### **Duties**

- 1) Plan a yearly calendar of deadlines and print in Bulletin and have Website Manager place on APS Website.
- 2) Meet deadlines as noted on calendar
- 3) Stay in contact with Editorial Group to develop content for publications.
- 4) Solicit information, advertisements, articles, images and other content as need to produce publications.
- 5) Work with layout/design, printer and mail house to produce publications (Covington Press at this time).
- 6) Secure Membership report to be used for mailings each quarter. Send mailing list to mailing house contact.
- 7) Secure layout/design, printing and mailing bill and send to Treasurer for payment; President for record keeping.
- 8) Develop a contact list for specific areas of the Bulletin.

- 9) Work with Registrar to develop New Peony Cultivar Directory and Quarterly Registrations to be printed in the Bulletin.
- 10) Report problems and concerns to the BOD as needed.
- 11) Make arrangements with Website Manager to place “Extended Content” and other pertinent information on the APS Website.
- 12) Report on Editorial Board/Publication details at BOD meetings as needed, but this is not required for meetings other than the Annual Membership Meeting. Recommendation: Write reports for Directors to review (if necessary) prior to BOD meetings throughout the year (send via email). APS would like to move toward less verbal reporting at meetings, with reliance on printed or electronic documents for records.
- 13) Upload reports to the Website’s Admin Storage upon completion (ALM).
- 14) Produce an annual Membership Report to be submitted to the President no later than May 15 each year. This report will be included in the “Minutes and Proceedings” for the year. (Earlier reporting may be necessary if the Annual Convention occurs at an earlier date). The Report may include any pertinent information of activities and outcomes the committee had during the current year.
- 15) The Chair should secure another member to train in all aspects of the position to create a succession plan in case of incapacity, retirement or other problems.