

### ***MPLA Newsletter Editor***

#### **General**

1. Is given a two year renewable contract, subject to an annual review by the Administration Committee prior to reappointment.
2. Attends Executive Board meetings by invitation from the President.
3. Serves ex-officio as a non-voting member of the Communications Committee.
4. Responsible for: soliciting articles, writing, setting special themes, production, editing and layout of the *MPLA Newsletter*.
5. Receives a stipend as set by the Executive Board and expenses paid to each Executive Board meeting to which invited.
6. Maintains positive working relationship with Executive Secretary, members of Executive Board, state association Executive Secretaries, advertisers, and joint conference planning committees.

#### **Duties and Activities**

1. Edits the *MPLA Newsletter* on a bimonthly basis sending copy to the Executive Secretary for publishing, and an electronic version to the Webmaster for posting on the Association web pages. Maintains and meets all deadlines for submitting to the newsletter.
2. Works with MPLA Webmaster on coordination of photos and news releases between the two communication mediums.
3. Communicates with Membership Committee and State Association Representatives, sharing and receiving information and publicity copy.
4. Works with the Planning Committee of the joint conference to produce feature stories about the coming conference for the *MPLA Newsletter*.
5. Provides the Executive Secretary with a list of national, regional, and other library association publications to which the newsletter should be sent.
6. Manages newsletter advertising accounts: solicits advertising, and handles billing.
7. Works with Executive Board (on advice of the Communications Committee) to set advertising rates for the newsletter based on rates for similar publications.