

**NSDTRC (USA) POSITION DESCRIPTION**  
**Quackers Editor**

**Committee\* Type:** Ongoing.

**Committee Size:** One.

**Manner of Appointment:** Board Appointed.

**Contact Person/Organization:** NSDTRC (USA) Board liaison appointed by President.

**Materials Necessary:** A computer with programs for word processing, desktop publishing for text and graphics, photo processing, Internet access, and an e-mail account able to receive large attachments.

**Supplies Needed:** Stationery, postage.

**Qualifications:** The Quackers Editor will:

- Have a good working knowledge of the Nova Scotia Duck Tolling Retriever and an understanding of the activities in which Club members are participating.
- Have access to a computer with desktop publishing, word processing and e-mail programs.
- Have working knowledge of the basic rules of grammar and punctuation.
- Have extensive computer skills and an in-depth understanding of one or more desktop publishing programs as well as a proficiency in publication layout.
- Have an in-depth understanding of what is necessary to publish a B&W quarterly newsletter through a desktop publishing program and deliver completed issues to a printer via electronic means.
- Have the communication and interpersonal skills necessary to constructively interact with Club members with varying degrees of computer literacy.
- Be able to prepare finished advertising layouts from sketches and ideas of advertisers.
- Be able to communicate well with the Board (through the assigned liaison), and work with other Committee Chairs, appointed officials, and Club members via telephone and electronic means to effectively address their needs in the newsletter.
- Be able to handle questions and problems in a constructive, non-confrontational manner.
- Be self-motivated and have good organizational skills in order to keep the newsletter on schedule.
- Be able to recommend to the Board (through the assigned liaison) changes or enhancements to the existing newsletter.

**Responsibilities:** The Quackers Editor will:

- Write articles, edit articles and compile articles, photos and ads from Club members.
- Compose all content into the publication's standard format through desktop publishing packages.
- Prepare finished advertising layouts .
- Deliver each issue of Quackers to a printer through electronic means, and after printing, prepare each issue for delivery to the membership, including labeling and postage.
- Maintain a schedule of advertising rates for the publication. Track all advertising submitted and be responsible for collecting and managing revenue that is received for this advertising.
- Submit proposals for new features to the Secretary for Board review prior to implementation.
- Perform additional responsibilities that may arise from time to time, and may be added as appropriate.

**Administrative Responsibilities & Duties:** The Quackers Editor will:

- Prepare an annual written report and submit to the Secretary in August of each year for presentation at the Annual In-person Meeting.
- If present at the Annual Meeting, give an oral presentation at the Board meeting and Annual Membership Meeting. The report should include activities and new features initiated during the previous year, new programs/features being planned for the upcoming year, total revenue received for advertising, concerns and problems encountered, and any other information believed to be pertinent.
- Prepare additional written reports that may be requested throughout the year at the discretion of the Board.
- Maintain an accounting of expenses incurred in the administration of these duties. Examples of expenses: printing, postage, paper supplies, software upgrades, labels, and phone calls (long distance). Requests for

advances or reimbursement are to be submitted to the Treasurer. Expenses greater than \$50 and not previously approved in the budget, must be approved by the Treasurer prior to expenditure.

- Submit advertising revenue to the Treasurer, and submit printers' bills to assure that they are paid on time.
- Submit a financial report to the Treasurer in July of each year for inclusion in the Club's fiscal year financial report.
- Submit a budget to the Treasurer by June 1 of each year for the next fiscal year (July 1-June 30).

**\* The NSDTRC (USA) Bylaws specify how standing committees are appointed and terminated.**