

*Please note...this job description was donated to the National Ski Council Federation and downloaded from their website at [www.SkiFederation.org](http://www.SkiFederation.org). Other clubs and councils may use it as a template to develop their own job description. Please remove all references to another club or council, and replace them as appropriate for your organization.*

## EDITOR JOB DESCRIPTION

- 1) Postage-Bulk permit-Rental fee:
  - (a) A sufficient sum of money must be maintained in the bulk mailing account to pay for Skiwiport mailings. Check with the Warren Post Office for balance information. When balance falls below \$75, obtain a \$150 check from the club treasurer and deposit towards permit (third class bulk postage) and obtain a receipt for the club treasurer.
  - (b) The bulk permit is renewed once a year. January 1 through December 31. Notice will be sent to club in November to renew permit.
  - (c) The Skiwi Ski Club Post Office Box rental fee runs May 31 through May 30. Renewal is in April.
  
- 2) Skiwiport
  - (a) The Skiwiport is printed monthly and mailed to the entire membership as well as to guests. It shall be mailed so that it is received prior to the general membership meeting which is the third Thursday of each month. Deadline for all submissions (articles, pictures, advertisements, etc.) is the Monday after the general membership meeting. The layout of the paper is as follows: Front cover with ski club logo and upcoming events featured. 2nd page: Birthdays, Board of Directors, and President's article. 3rd page: Editor's Corner. Remaining pages: future trip and event notices, social previews, articles and pictures of events and trips already run, new members, etc. Inside back cover: Happy Ads Page. Back cover: activity calendar.
  
- 3) Assembly/Mailing:
  - (a) The Skiwiport is folded by the printer, then collated with membership renewal forms inserted as page 3, then folded in half and stapled. Address labels are applied in zip code order. These labels are supplied monthly, by the membership committee, with current address updates and changes. Sort labeled Skiwiports by zip codes with at least 10 newsletters per bundle. Place rubber bands around bundle in both directions. If 10 or more newsletters have

the top newsletter, or if 10 or more of different states are left (including Michigan), place a light brown "MS" sticker on the lower left corner of the top newsletter. All Canadian addresses are first class postage. b) Take sorted bundles to the back of the Warren Post Office to the Bulk Mail section (200 OR MORE PIECES ARE REQUIRED FOR 3RD CLASS BULK RATE) If at least 125 pieces have the same first 3 digits, the 315-Digit Pre-sort applies to that group. Otherwise, the Basic rate applies. Fill in Post Office form 3602-R with correct count of all pieces in triplicate. Post Office keeps 2 copies. Save 1 for our records. Also, make out list with total number of all 480's, 481's, 482's, 483's, and Mixed States(i.e., 82 480's, 35 481's, 41 482 's, 62 483 's, and 14 Mixed State), totaling 234. 234 times \$0.226= \$52.88. Post Office will verify weight and total postage. (MAILING MUST TAKE PLACE AT WARREN POST OFFICE).

- 4) Want Ads/Happy Ads
  - (a) See current ad rates for members and non-members. Lost & Found and trivia ads are printed at no charge.
  
- 5) File
  - (a) Maintain at least one complete monthly issue on file in the Skiwi newsletter file cabinet.
  
- 6) Property of the Editors:  
IBM Selectric II typewriter, two electric staplers, 2-drawer legal file cabinet, and receipt book.