

Job Description

UMWC Directory Editor

The Directory Editor reports to the President *or* President-elect.

The Directory Editor works with the Officers, Appointed Chairs, and Section Chairs to collect information for the coming academic year. The Editor sets deadlines for receiving information, editing and formatting the information, sending edited materials back to the contributors for proofreading and correcting, and sending formatted material to the University of Minnesota Print Shop for proof copies. The proof copies are given a final proofreading and review by two UMWC members. If any corrections are necessary, the Editor delivers the corrections to the UofMN Printshop. At the same time, the Editor works with the Records and Dues Officer to get the most current membership list for inclusion in the Directory, and to provide a mailing list in ZIPcode order for addressing and mailing.

***Current* Schedule for Producing the UMWC Directory**

March	Request quotes from the University of Minnesota Printing and Binding Shop and the Addressing and Mailing Shop.
April-June	Remind members to notify the Editor if they will not be receiving mail at their regular home address during August.
early May	Editor requests Officers, Committee Chairs, and Section Chairs to send the current names and e-mail addresses of their incoming Directory Contact Person(s) to the Editor. (See addendum: Directory Contacts Sample)
mid-May	An electronic copy of their 2022-23 Directory pages is e-mailed to each Contact Person, who is responsible for revisions for the upcoming Directory. This mailing will also include the Abbreviation and Style Guidelines (See addendum: Directory Style Sheet Sample).
late May	Deadline for Contact Persons to send their upcoming information to the Editor. It really helps the Editor if this is returned <u>as soon as possible</u>!
early June	In the first week of June, copies of updated pages, as corrected by the Editor, will be sent back to all Contacts, asking them to proofread these carefully, especially the days and dates, names, locations, addresses, phone numbers, and e-mail addresses.
mid-June	All changes and corrections must be returned to the Editor no later than June (add day).
late June	Current Proofreaders Barbara Burleigh, Nancy Kluver, and the Editor will proofread all pages and pull-out forms. Nancy Myers and the Editor will proofread the membership list.
early July	The Editor delivers first draft to Printer in <i>very early July</i> .
mid-July	Proofreading of <i>Printer's Proof Copy</i> by Nancy Kluver, Barb Burleigh, Nancy Myers, and Fred and Dorothy Waltz. Decision on how many Directories to print will be made by the President, Records and Dues Officer, and Membership Chair(s).
early August	The Editor delivers the corrected Printer's Proof to Printer.

- early August The UMWC Records and Dues Officer provides the current mailing list to the Editor, who rearranges it into ZIPcode order, and sends it to Addressing Office.
- mid-August Estimated date for the mailing of Directories. In 2022, this was August 18.

Members responsible for designated Directory pages

The following **members** are responsible for **the indicated pages**. (See addendum: **Directory Checklist Sample**).

President *or* President-Elect – Cover, First Page, Club Business Meetings, lists of Officers, Appointed Positions, Standing Committee Chairs

VP for Scholarship Fundraising, Chair of One-Year Named Scholarships, and Treasurer 2 – Fund Drive page and Donation forms

Vice-presidents for Programs – Conversation Luncheons (pages 5-6), Reservation forms

Conversations Chair – List of Conversation Luncheon Speakers and titles of their programs

Treasurer 1 – Dues (page 2) and Dues insert, in consultation with Records and Dues

Treasurer 2 – Donations (page 2) and Donation inserts, in consultation with Scholarship VP.

Records and Dues Officer – Membership List, Dues (page 2), and Dues insert

Membership Chair – Number of Directories to print (with President and Records and Dues).

Corresponding Secretary – In Memoriam (page 3)

Section Contacts – Their respective Interest Section pages

***Questions? Contact Dorothy Waltz, Directory Editor • Telephone Number - 651-483-1416
e-mail address - waltz.ds@yahoo.com***

Reviewed: Dorothy Waltz, May, 2023 Contemplative Community for Spiritual Transformation