

SMOKE SIGNAL EDITOR

JOB DESCRIPTION

The *Smoke Signal* editor is appointed by the Tinker Officers' Spouses' Club (OSC) president. The *Smoke Signal* editor and staff are charged with heightening the awareness of the OSC members by reporting events and details relevant to Tinker's OSC. As space permits, other information may be included.

COORDINATING OFFICER:

The 1st Vice President is the officer to whom you first take all questions or actions regarding this office.

COORDINATING DUTIES:

1. **FINANCIAL:** Vouchers/receipts must be given to the Administrative Treasurer for reimbursement for all expenses that are administrative in nature, however, expenses incurred as a direct result of fundraising activities should be charged to the Welfare account. Receipts submitted must be attached to the Voucher form. Once the voucher has been completed, the voucher and receipts shall be given to the appropriate treasurer before any reimbursements will be made. Advance checks can be written on occasion with the joint approval of the Administrative Treasurer and the President or First or Second Vice President. Any expenses, which exceed the amounts listed on the budget approved by the OSC Board, shall be subject to approval by the OSC President. The OSC fiscal year is 1 June through 31 May. Receipts for expenditures prior to the April board meeting are due at that time to be reimbursed. After that, only expenses incurred after that date are eligible for reimbursement. Exceptions are made at the discretion of the President.
2. **LEGAL MATTERS:** All legal questions and situations are to be filed through the Parliamentarian; the President should also be advised.
3. **ABSENCES:** If you are unable to attend a board meeting, always notify the President and the Recording Secretary. Failure to attend three (3) consecutive meetings without adequate reason may, after consultation with the advisors, result in replacement.
4. Submit a budget statement for the *Smoke Signal* at the April Board meeting. The business manager should prepare the budget, if one is established; otherwise the editor will prepare the budget.
5. Consult with the president and Board of Governors before establishing any *Smoke Signal* policy changes.
6. If desired, you may assemble and coordinate a staff to help you with the production of the magazine. This staff may include, but is not limited to, the following: business manager, assistant editor, advertising manager, and typists.
7. Issue guidelines for submitting articles used for publication. Select special features for monthly publications and notify staff of features/theme.
8. Insure priority of submitted articles, i.e., all business news and special activities news are included before entertainment type articles. Each organization and special activity group, as well as each Board committee chairperson, is responsible for submitting articles for publication, according to the assigned deadline. This editor cannot be responsible for members who fail to follow guidelines or meet the deadline.
9. Assume responsibility for all information published in each issue. All articles submitted should conform to pertinent Air Force and Base regulations and any policies dictated by the Tinker OSC, the Executive Board, or the *Smoke Signal* advisor.
10. Check all articles for accuracy and suitability. As space and money permit, include articles of interest to the general membership.
11. Set deadlines including the date and time for submitting copy for publication.

12. Select artwork, photographs, centerfold feature and/or other special feature articles, typeset, fonts, and paper for text, inside pages, and covers, including colors and textures, if applicable. There is a computer located at the Thrift Shop is available to the editor and co-editor if necessary. .
13. Select magazine format, prepare a layout and edit submitted copy accordingly.
14. Arrange for printing. Have each issue proofread by their vice president and an advisor prior to submitting to printer.
15. Publish 10 monthly issues (with the exception of December/January and July/August which are combined), called the *Smoke Signal*.
16. Supervise the business manager on all incoming advertising funds.
17. Update procedures
18. Receive and review magazines or newsletters from other OSCs for ideas. Save these issues for one year as a reference as well as a copy of each *Smoke Signal* published to be kept in the *Smoke Signal* editor's archives which are kept in the OSC properties closet at the club

DUTIES OF THE ASSISTANT CHAIRPERSON:

The Assistant Chairperson shall perform the duties of the chairperson in h/her absence; including, but not limited to: attend board meetings, vote at board meetings and fill the office of the chairperson should the office be vacated.

Revised 01/2012