

The Willamette Galley Newsletter Editors

The Galley staff should include at least two editors: either two co-editors or a managing and an assistant editor. *The Willamette Galley* Newsletter Editors are volunteer positions with the following responsibilities:

- **Issue Focus:** The editors and the layout designer plan a focus, such as “change” or “employment,” for each issue. If possible, feature articles and columns should support the focus. Guest authors can be asked to relate their articles to the focus, if feasible. The foci should be planned in advance and published on the WVC Web site, within each issue of *The Galley*, and through the WVC Announcement List.
- **Issue Spreadsheet:** A spreadsheet (Excel is recommended) is the easiest method to track the progress of each issue. An editor uses the spreadsheet to compile a list of columns and articles, identify authors and editors, identify deadlines, and track progress. The spreadsheet contains the issue focus, a list of columns, a list of articles, a list of reviews, and filler. Each item, the number of words (where applicable), author confirmation, author, editor, status, status date, and file name are given in the spreadsheet. Although the two editors share the responsibilities, only one editor should maintain the spreadsheet. Editors are responsible to keep each other informed of the newsletter progress.
- **Attendance at Administrative Council meetings:** At least one editor should attend the Administrative Council meetings (held monthly on the fourth Thursday of the month, except July). The editor reports on the progress of the newsletter, answers queries about the newsletter, and contributes appropriately to the conduct of business of the meeting. If no members of *The Galley* staff can attend, one member of the staff should draft a report that is reviewed by the other *Galley* staff members. After consensus, the report should be submitted to the chapter president for the meeting.
- **Attendance at WVC meetings:** At least one editor should attend the WVC chapter meetings (held monthly on the third Thursday of the month except for July and August). Usually, the WVC president introduces *The Galley* editor at the start of the meetings. Occasionally, the editor may be asked to report on the progress of the newsletter or to answer queries about the newsletter. The attending editor takes notes on the program meeting and writes a news article that is generally limited to the two-column space available on the front page of *The Galley*. This article is entitled “Chapter Meetings” and often includes information about two program meetings.

Requirements

- A working knowledge of Microsoft Word and Excel are necessary.
- Additional knowledge of page layout applications – such as InDesign, Pagemaker, or Quark – Acrobat, illustration applications (Illustrator, Freehand, CorelDraw, etc.), and Photoshop are helpful.
- Currently (12/07), *The Galley* staff use Word, InDesign CS3, and Acrobat 8 as primary tools and Photoshop and Illustrator as needed.

Time commitment

- Generally, the time commitment for each issue (six issues/year) is 20–30 hours/issue.

Term and Succession

- The term is one year with no succession.