

GERMAN SHORTHAIRED POINTER CLUB OF AMERICA



GSPCA MAGAZINE CHAIR for *Shorthair Journal* RESPONSIBILITIES:

The Board will appoint a Magazine Chair whose responsibilities include but are not limited to:

1. Working closely with the Production Editor, ensure that the magazine is content rich in all areas in which German Shorthair Pointers compete (field, hunt, show, performance and companion competition) and in which they are loved as a pet and friend.
2. Drive the theme and focus of each issue for the year. Review content outlines/cheat sheets provided to the Production Editor in advance of each issue.
3. Recruit club members and other individuals who will serve as Content Contributors. Constantly seek out additional areas of interest to the Shorthair Journal's audience. Drop and add subjects to keep the magazine fresh and relevant.
4. Maintain a positive working relationship with Content Contributors by introducing yourself (if new to the Magazine Chair position), and sending content due date emails to them 2 weeks prior to content issue deadlines. Content deadlines are January 1, March 1, May 1, July 1, September 1 and November 1.
5. Review content provided by all sources including but not limited to Content Contributors, Production Editor, Clubs and Board Members to ensure that it is appropriate for the Shorthair Journal's audience.
6. Maintain the vendor relationship with printer, currently Johnson Press of America. Coordinate collection of data regarding the Shorthair Journal with JPA (i.e. issue upload dates and mailing dates; cost analyses, etc.) as needed
7. Forward AKC News and updates from our AKC Delegate as appropriate to Production Editor for inclusion.
8. Gather articles of general interest – collect articles, get reprint permission and submit to Production Editor.
9. Gather and review updates and changes to standard information pages (i.e. changes to officers, committee chairs, secretaries, etc.) and then forward to the Production Editor in a timely fashion.
10. The Magazine Chairman, with input from the Production Editor, determines regular and special advertising rates. The Magazine Chair will request approval from the Board as necessary.
11. In conjunction with the Production Editor ensure the consistency of advertising rate information and costs across the Journal and website.
12. Complete a final review of each issue's content ensuring a quality product and compliance with issue content guidance. Focus mainly on checking punctuation, typos, and grammatical errors. If there is content that raises concerns, discuss the concerns with the Journal Liaison immediately so that deadlines for publication can be met. If a decision on the content cannot/is not made before the deadline pull the article from the issue.
13. When GSPCA Members have questions and/or questions are referred by the Production Editor, work towards a 24 hour response timeline.
14. The Magazine Chair can authorize incidental expenses within the budget set for the Magazine but any expense over \$200 must be approved in advance by the Treasurer or the President.

It is estimated that the position will generally require 10 hours of time per issue although for certain issues it could go higher. We currently publish 6 issues per year.