



# TAAA Bulletin Editor

1. Job Title: Bulletin Editor
2. Job position summary: Publish the TAAA Desert Skies Bulletin on a monthly basis. Collect submissions from contributors. Input them into the bulletin template. Format is in a standard layout. Proofread with the team. Distribute to leaders and contributors for final approval. Publish bulletin electronically to membership. Upload to club web site/membership service for storage and membership access.
3. Specific Procedures:
  - a. Monthly
    - i. 18<sup>th</sup> – Send out request for submissions – currently to leaders and forum users. When no email restrictions, maybe to entire membership.
    - ii. 24<sup>th</sup> – Deadline for submissions.
    - iii. Import contributions/Format bulletin in publishing software (separate training).
    - iv. Export to .pdf file for distribution/publication.
    - v. 26<sup>th</sup> – Send first proof to proofreading team for editing. Incorporate corrections.
    - vi. 27<sup>th</sup> – Send final proof to leaders and contributors for review and approval. Incorporate changes.
    - vii. Upload bulletin .pdf file to website/membership service (training provided).
    - viii. Publish to full membership and contact list from membership service “blast mail” with link to Bulletin document online.
    - ix. Publish link to Bulletin on web site/membership service (member-only area).
    - x. Publish link to two month old previous bulletin in public area on web site.
  - b. Bulletin Team Member - Image Editor - tasks
    - i. Communicates image requirements to potential contributors.
    - ii. Receives images from contributors.
    - iii. Choses best images for passing on to Bulletin Editor.
    - iv. Sends images to Editor by submission deadline.
  - c. Editor may also do research and write articles on subjects such as non-TAAA public events.
  - d. Editor uses the membership mailing list for all current members and selected contacts in membership service.
  - e. The Bulletin is published with authorization of the TAAA BOD. The name is authorized by the TAAA BOD. All articles and images in the Bulletin must have the permission of their creator to publish.
  - f. We do not publish images, articles, cartoons, etc. from the Internet without permission. Unless authorized, all contributions must come from TAAA members.

- g. All software and licenses will be kept and maintained by the Treasurer, overseen by the Bulletin Editor and managed by the IT Committee.
- h. Copies of all Bulletin files will be kept and maintained by the Editor along with the primary files on the web site and/or membership service overseen by the Secretary.
- i. Copies of all support files will be kept and maintained by the Editor.
- j. The current software used (2026) is Adobe InDesign with support from Adobe Acrobat, Illustrator, and Photoshop.

#### Additional Information

- k. Budget to accomplish the job?
  - i. The primary cost is the publishing software. We currently use *Adobe InDesign* with optional support from Acrobat, Illustrator, and Photoshop.
  - ii. The TAAA will fund any incremental cost of publishing software.
  - iii. TAAA should be eligible for *Adobe for Nonprofits – examples of possible software*. <https://www.adobe.com/nonprofits.html>
    - 1. *Creative Cloud complete plan*: \$34.99 per month/license with minimum purchase of 2 licenses.
    - 2. Each *single app plan*: \$14.99 per month/license with minimum purchase of 2 licenses. We could likely get by with only *InDesign*.
    - 3. *Adobe Express* is a simplified software (web-based or mobile) that could be used for publishing the Bulletin at **no cost for non-profits**.
  - iv. Eventually, ClubExpress newsletter software may be used.
  - v. The Editor will use their own personal computer.
- l. What are the main challenges you face in the accomplishment of your job?
  - i. Time required each month.
  - ii. Approximately 20 hours/month required by the editor.
- m. Do you have or need an assistant?
  - i. Position currently has an Image Editor. (Job procedure above.)
  - ii. An Assistant- or Co-editor would be ideal.
    - 1. One could divide the tasks each month.
    - 2. Or alternate months as Editor.
- n. Is there anything else you would like to include to help someone understand your job?
  - i. Communication with the Bulletin volunteers (proofing team and contributors) is important.
  - ii. Maintaining schedule critical. Members rely on the Bulletin going out on time (end of day of the 28<sup>th</sup> – 27<sup>th</sup> in February).