

THE STINSONS FLIGHT OPERATIONS MANUAL
RESPONSIBILITIES AND DUTIES OF FLIGHT STAFF

STAFF DUTY TITLE: Editor

GENERAL RESPONSIBILITIES: Publishes and distributes the *Windsock*; ensures that the *Windsock* appropriately supports the objectives of the Flight as stated in the Flight's *Bylaws*; provides journalistic advice and support to the Flight Board and other members as requested.

SPECIFIC DUTIES (Including NLT dates, if applicable):

1. Is solely responsible for the editing, layout, printing and timely distribution of the Flight's official newsletter, the copyrighted *Windsock*. Works closely with the Flight Captain to project, to the extent possible, the "image" of the Flight desired by the Flight Captain. Also to the (greatest) extent possible, the Flight Captain will support the journalistic independence of the Editor. Instances of unresolvable differences of opinion will be referred to the full Board for resolution and guidance.

2. Makes recommendations to the Board regarding which printing company to use and what specific services to include in the printing contract; acts as the Board's agent in negotiating and finalizing the contract, including the signing of the contract as agent of the Flight; continually monitors performance of the printer and makes appropriate recommendations to the Board if that performance is unsatisfactory.

3. Prescribes standards, formats, and deadlines for articles and other material submitted for publishing in the *Windsock*; in conjunction with the Flight Captain, ensures that political articles and/or materials which could jeopardize the nonprofit status of the Flight are not published in the *Windsock*.

4. Sets, publicizes and enforces the submission deadlines such that the *Windsock* can be published, distributed and in the mailboxes of the members at least seven calendar days prior to monthly Flight meetings; coordinates with the Adjutant to ensure that mailing labels are available to the printer in time to meet the publishing schedule.

5. Coordinates closely with the Flight Photographer, Publicity Officer and individual project officers to help ensure appropriate publicity for Flight activities and programs.

6. Maintains the Flight's permanent file of all previous and future issues of the *Windsock*.

7. Maintains an active program of exchanging newsletters with other Flights; reviews incoming newsletters and brings to the attention of the Flight Captain any initiatives/programs of other Flights which may be of special interest to The Stinsons Flight.

PRIMARY POINTS OF CONTACT: Maintained by Editor.

ADDITIONAL COMMENTS: None.