DUTIES OF THE PUBLICATIONS COMMITTEE CHAIRPERSON  
(SAGANews EDITOR)  
saganews@smocking.org  
http://www.saganewsblogs.blogspot.com

Overview:  The role of the Publications Chairperson is to facilitate in a timely manner the quarterly publication and distribution of SAGANews, the official publication of the Smocking Arts Guild of America. During the course of your service to SAGA as Publications Committee Chairperson you will be in possession of proprietary SAGA information that is to be kept in confidence both during and after your SAGA service.

• SAGA Board Relationship
  • Functions as the Editor of SAGANews
  • Publish deadlines for submissions to SAGANews (see Schedule)
  • Insures timely publication of SAGANews on a quarterly basis
    • Work closely with layout person to ensure the best use of space
    • Ensure that adequate space is reserved in each issue for advertisements and special features paid for by sponsors and business members
    • Work with the Board to be sure articles support member services and publicize important SAGA matters
    • Include articles requested by other SAGA committee chairs, as space permits
    • Obtain appropriate inserts, i.e. Chapter List, Buyers Guide, etc. for each issue
    • Obtain appropriate photos to illustrate content
  • Maintain a good business relationship with the printer
  • Business Chair needs to update the Buyers Guide information for publication in Issue 2 of SAGANews by April 15 each year.
  • Solicit volunteers to assist in publication of SAGANews to:
    • Solicit articles and ideas for inclusion in SAGANews
    • Assist in writing copy
    • Test submissions for correct stitching, graphs, etc.
  • Present content of each issue to President for review before sending it to the printer
  • The Publication Chair is to be included in the proof reading of the SAGA National Convention brochure each year at least once prior to the final PDF being sent to the printer

• Communications
  • Maintain communications with the Board and fellow SAGA members to progress SAGA business
  • Provide a Board report to the President by the 25th of the preceding month
  • Adhere to the following publication schedule:
# Deadlines

<table>
<thead>
<tr>
<th>Issue</th>
<th>Article Deadline</th>
<th>Layout</th>
<th>Printer/Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post convention</td>
<td>October 15</td>
<td>October 30</td>
<td>November 15</td>
</tr>
<tr>
<td>Spring</td>
<td>January 15</td>
<td>January 30</td>
<td>February 15*</td>
</tr>
<tr>
<td>Summer</td>
<td>April 15</td>
<td>April 30</td>
<td>May 15</td>
</tr>
<tr>
<td>Pre-convention</td>
<td>July 15</td>
<td>July 30</td>
<td>August 15</td>
</tr>
</tbody>
</table>

* May change due to Convention Brochure inclusion