

FSMTA Newsletter Editor

General duties:

- Serve as an ex-officio, voting member of the State Executive Board.
- Maintain current job description and Manual of Procedure to be passed along to successors.

Specific duties:

- Review and edit submitted Newsletter articles and advertisements for 5 issues: August/September, October/November, December/January, February/March, April/May
 - There is no issue in June/July.
- After editing, everything is sent to the publisher who formats the Newsletter for printing.
- It is then sent from the publisher to the printer.
- Send final proof to web site.
- Deadline for submission to FSMTA Newsletter Editor is 10th of the month in July, September, November, January, and March.
- An e-mail reminder is sent to all officers and committee chairman before the 1st of the month to alert them of the upcoming deadline.
- Articles should be submitted typed, double spaced and mailed or e-mailed to Editor.
 - Please note on submitted article if it MUST be printed in the upcoming issue.
 - Late submissions may not get included.
 - Certain priorities for the selection of articles will be made for each month but the utmost effort will be to have every article submitted, printed. If an article is omitted one month it will be saved and printed in another issue as soon as possible
- Near 15th of the month send articles to Newsletter publisher for final formatting and printing
 - Present publisher is:
Kim Campbell
1210 So. Adams St.
Tallahassee, FL 32301
Fax (850) 222-9581 Attn. Kim
kim@graphic-visions.net
 - Present printer is:
David Krause
Modern Mailers
877 W. Orange Ave.
Tallahassee, FL 32310
(850) 877-0613
Fax (850) 877-3669
davidk@modernmailersfl.com

- Advertisements are accepted at the discretion of the editor. Any member is welcome to submit an ad, but must pay as any other advertiser. The following is sent to any person/company inquiring about advertising:

Thank you for your inquiry regarding advertising in our newsletter, ***The Florida State Music Teacher.***

The ads are accepted on a first come basis. Payment must accompany the ad copy. Prices are as follows:

- 1/4 page \$100 per issue
- 1/2 page \$ 200 per issue

Checks should be made out to FSMTA. Please note that payment is for newsletter advertising. Send payment to:

Al Rozier
26050 Olla Court
Punta Gorda, FL 33893

Newsletter Ad Format:

- Already prepared artwork:
 - jpeg files are preferred, PDF files and .tiff are acceptable, please send by email
 - Files need to be at least 300 dpi (high resolution)
 - Black/white (very clean) artwork on paper is also acceptable
 - Text in artwork must be legible if size of the file is reduced
 - MAC or PC files are fine
 - Final ad will be about 1/4 or 1/2 page; exact dimensions not guaranteed

The deadline schedule is as follows:

- August/September Issue: Deadline - July 10
- October/November Issue: Deadline - September 10
- December/January Issue: Deadline - November 10
- February/March Issue: Deadline - January 10
- April/May Issue: Deadline - March 10

Thank you for your interest in advertising in our publication.

- Mailing of printed newsletter will be near the 30th of the month. Printer sends to Editor a form of approval to be approved, including mailing instructions and the number of issues. That number is supplied to the printer by the VP for Membership.
 - Extra copies are sent to the VP for Membership. These extra copies are for the FSMTA President and in-coming members, and are included in the number.
- After the final proof of the Newsletter is received, send to the Webmaster to be posted on the FSMTA website.
- Each issue of the newsletter should contain articles from:
 - FSMTA President
 - VP for Membership
 - Timely articles from board members, committee chairmen
 - Dates and deadlines - placed on the opposite page from the masthead
 - Events for the calendar will be selected from articles or can be submitted separately for inclusion

A list of duties follows:

- Plan to attend the Executive Board meetings at the annual State Conference. Give verbal report at board meeting as well as during a General Session at State Conference.
- Plan to attend two other Executive Board meetings held during the year. Prepare written report for Executive Board meetings and file electronically with the Corresponding Secretary by the issued deadline.
- Acquire stationery from Corresponding Secretary. This can be done at each Board meeting attended.
- Request any reimbursements (postage, printing and phone calls, etc.) and Receipt Forms from FSMTA Treasurer.

In July, September, November, January and March:

- On the 1st of the month, send email to officers, and committee members to remind them of the upcoming deadline on the 10th of the month.
- Review and edit submitted Newsletter articles.
- Update information on the masthead.
- Receive ad payments and send with Receipt Form to FSMTA Treasurer.
- Near the 15th of the month, send articles to Newsletter publisher for final formatting and sending to the printer. Send final proof to Webmaster to be posted on the FSMTA website.
- **Be sure that a signed Photo Permission Form has been secured for each winner who has submitted a photo for publication in the Newsletter. (Form may be downloaded from the FSMTA website.)**

~~Include in Dec/Jan issue:~~

~~Community Service Awards
Excellence in Teaching Award
Necrology Report
Conference recap
MTNA Student Competition Winners~~

~~Include in Feb/Mar issue:~~

~~Southern Division MTNA Competition Results
National Conference Info~~

~~Include in April/May issue:~~

~~MTNA National Conference Review~~

~~Include in Aug. issue:~~

~~FSMTA Competitive Events report
State Conference preview
Nominees Bios (election years)
State Conference Schedule~~

~~Include in Oct issue:~~

~~Annual Treasurer report~~

Articles to be included during the year:

- Community Service Awards
- Excellence in Teaching Award
- Necrology Report
- State Conference preview
- State Conference recap
- MTNA Student Competition Winners
- Southern Division MTNA Competition Results
- National Conference Info
- MTNA National Conference Review
- FSMTA Competitive Events report
- Nominees Bios (election years)
- State Conference Schedule
- Annual Treasurer's report

(Sept.07)

NOTE Website coordinator AND Directory and Bylaws sections have been removed