

## **Editor Advisory Committee**

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Committee members are: immediate past FSMTA President, past Editor, and a member at large, with the Editor as an ex-officio member.

### **General duties:**

- Serve as a non-voting member of the State Executive Board.
- Maintain current job description and Manual of Procedure to be passed along to successors.
- Assist the Editor as needed with state publications.

### **A suggested time-table for duties follows:**

#### **November - odd year** (incoming)

- Attend the State Conference.
- Attend last Executive Board meeting and receive Manual and materials from outgoing Chair.

#### **February, June**

- Attend State Executive Board meetings.

#### **November**

- Attend the State Conference and Executive Board meetings.

#### **November - odd year** (outgoing)

- Attend the State Conference and Executive Board meetings. At last meeting turn over Manual and materials to incoming committee member.