



## **JOURNAL EDITOR JOB DESCRIPTION**

- I. The Society is to create a genealogical publication periodically throughout the year. The *BAGS Journal* shall contain information on the Society's activities, membership, and queries, in addition to genealogical articles and information.
- II. The Journal Committee shall consist of an editor and several committee members including but not limited to proofreaders, a technical support assistant, and a distribution assistant.
- III. The Editor's duties include:
  - A. Design and layout of the issues
  - B. Soliciting articles from Society members
  - C. Editing the articles for length and content
  - D. Presenting the issue to the printer in a timely manner
  - E. Overseeing the distribution of the issues at Society meetings.
    1. Each Society member household is entitled to receive one copy of each issue.
    2. Members who are unable to attend meetings have the option of paying to have the current year issues mailed to them following publication of the last issue for the year.
- IV. The *Journal* will be published at any time during the year when sufficient articles have been submitted to the Editor.
- V. E-mail communication exclusively through BAGS e-mail address [journal@txbayareagen.org](mailto:journal@txbayareagen.org).
- VI. Attend a majority of the board meetings.