



YEARBOOK EDITOR JOB DESCRIPTION

- I. The Yearbook Editor's responsibility is to produce an up-to-date yearbook by December 30.
 - A. Correlate the yearbook entries with the roster as of October 31.
 - B. Request and add any missing photos from members.
 - C. Correlate with the roster how many printed copies are required (members who have paid for hard copies) and have that many copies printed at a printshop (OfficeMax, CopyDr, etc.)
 - D. Bring list of members who have paid for printed copies and the hard copies to distribute at the January general meeting. Maintain a list of those who received a hardcopy.
 - E. Mail hard copies to members who did not pick up at the January meeting.
- II. E-mail communication exclusively through BAGS e-mail address yearbook@txbayareagen.org.
- III. Attend a majority of the board meetings.