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**DKG Pennsylvania State Organization *The* *Keystonian* Editor Application**

**Electronic Submission Only**

**Send your application electronically via your email to Eileen Little @** [**dkgpapresident@gmail.com**](mailto:dkgpapresident@gmail.com)

**Subject Line: 2023 *The Keystonian* Editor Application**

**Due Date: Emailed on or before March 5, 2023**

**Job Description – DKG Pennsylvania State Organization *The* *Keystonian* Editor**

1. **Qualifications**
   1. *The* *Keystonian* Editor shall be selected by the Pennsylvania State Executive Board upon a recommendation from the ad hoc State Organization Personnel Committee.
   2. The editor will be a member of the Communications committee.
   3. The editor shall create 4 issues of *The* *Keystonian*.
   4. The editor shall have strong technology and publishing skills.

**II. Duties and Responsibilities**

1. Prepare and submit annual budget request for four annual issues that includes creation, publishing and mailing a hard copy of *The**Keystonian.*
2. Decide on the submission deadlines and set them at least seven to eight weeks ahead of the target publishing date.
3. Publish the submission deadlines. Email a word doc following the Administrative Board meeting that occurs after convention that lists the coming year’s deadlines and the “fixed content schedule” for each issue.
4. Regular items that normally appear in every issue include:
   * the State President’s Message
   * Membership
   * EEC
   * US Forum/Educational Legislation
   * List of the new members comes from the Treasurer
   * In Memoriam comes from the Membership Chairman
5. Receive the submitted material after President’s approval via email for all required articles submitted.
6. Create the issue **–** notify the printing company of your expected completion date and number of pages so they are prepared to publish promptly
7. Proofread the issue with the help of the PA State Organization Communications Readers and the State President.
8. Send the final issue copy to printing company and the State IT Specialist.
9. Request billing copies of all production and mailing costs from the printing company in order to prepare the budget for the following year.
10. Keep an accurate record of miscellaneous costs (postage, supplies, telephone, etc.)
11. Maintain the members list as per who receives printed/mailed copy and who is on the electronic copy for *The Keystonian* including change of address, change in mailing status, etc., in coordination with the State IT specialist, State President and State Treasurer.
12. Assist the Communications committee with society workshops.
13. Notify the State President in writing one year in advance of your decision to resign as *Keystonian* Editor.

**III. Compensation**

1. Stipend $2000.00 annually
2. Additional compensation: Administrative Board meeting you will receive ½ of the room cost, plus full reimbursement for mileage and meals.

Questions – email Eileen Little, Pennsylvania State Organization President @ [dkgpapresident@gmail.com](mailto:dkgpapresident@gmail.com)

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**Name:**

**Address:**

**Telephone #:**

**Email Address:**

**Chapter:**

**Membership #:**

**1. Please describe your background that would qualify you for the position of Pennsylvania State Organization *The Keystonian* Editor. You may attach a separate resume if you wish.**

**2. Please describe your publishing experiences that would qualify you for the position of Pennsylvania State Organization *The Keystonian* Editor.**

**3. Please share any additional information that you feel the ad hoc committee should know about you and why you would be an excellent Pennsylvania State Organization *The Keystonian* Editor.**