

WMEA BY-LAWS



SECTION 10 – EXECUTIVE BOARD RESPONSIBILITY SUMMARY

10.11 APPOINTED OFFICERS

- 10.11.4 The **WINDSONG EDITOR** shall:
- 12-1 Facilitate the production of the Wyoming Music Educators Association journal.
 - 12-2 Produce three issues per school year, made available by mail or digital format as directed by the WMEA Executive Board in September, December, and April.
 - 12-3 Work with officers of the state, district, and national association to ensure that pertinent information is distributed to all members of the association in a timely manner.
 - 12-4 Solicit advertisers to help finance the publications.
 - 12-5 Keep financial records of advertising revenues and production costs and report to Executive Director.
 - 12-6 Take photographs at important WMEA functions.
 - 12-7 Plan, create and edit the layout of each issue.
 - 12-8 For printed issues: arrange for commercial printing, access bulk mailing, provide mailing labels, and mail the publication to state members, collegiate members, subscribers and national NAFME “family” members.
 - 12-9 For digital issues: load the journal on the Yudu platform, secure a current list of appropriate members from the Executive Director, send an announcement with link via BCC email.
 - 12-10 Send list of advertisers for each issue to the State Executive Director.
 - 12-11 Direct payments to State Executive Director.
 - 12-12 Monthly Responsibilities:
 - February/March, July/August and October/November:
Plan the layout for each upcoming issue. Send copy and ad reminders to advertisers, officers, and the Northwest President. Generate mailing labels.

 - April, August and December:
Collect articles and other copy by the copy deadlines, March 1st, August 1st and November 1st, and place information and ads in layout. When layout is complete, deliver publication to the commercial printer as arranged to meet the scheduled mailing, or upload the journal to the

digital hosting format. Print invoices to the advertisers and send with a complimentary copy of the *Windsong*. Mail/announce the publication to members, subscribers, NAFME family, and collegiate members. September issue goes to all music educators. December and April issues go to members only. Send information to webmaster to post issues to website.

May/June/July

Assemble all financial records for the past three issues. Send past due notices to any advertisers who hold outstanding balances. Contact previous and perspective advertisers with letter and ad contracts for the next year. Send letters and All-State ad contracts to host city businesses. Contact commercial printer and set up production of the *Windsong* for the following school year.

12-12 Other Responsibilities:

1. Attend WMEA Board Meetings, prepare written reports, and note requests for information to be included in the WINDSONG.
2. Maintain files of correspondence, pictures, financial records, and past issues.
3. Sign and submit Conflict of Interest, WISP and Anti-Trust policy compliance forms at the May board meeting.