

ALCM *CrossAccent* Editor

ALCM *CrossAccent* Editorial Tasks:

1. Establish and make available to the executive director and board of directors a rolling three-year (3 year) schedule for publication and content, including a projected calendar of upcoming issues, review dates, delivery dates and mailing dates.
2. Strive to reflect the denominational, ethnic, and gender diversity of ALCM in each published issue.
3. Establish and follow necessary deadlines to ensure publications are printed and mailed by March 15, July 15 and November 15.
4. Solicit volunteer writers/contributors who represent and further the philosophy and mission of ALCM while providing practical and creative church music tools to ALCM members.
5. Establish and monitor writer/contributor deadlines.
6. Write articles/material as may be necessary.
7. Outline/review/edit all materials and submissions eligible for publication, clearly communicating expectations to writers/contributors.
8. Work with the designer and business manager in the proof reading and final production of the publication.
9. When appropriate advise the executive director and board of directors of changing delivery systems, innovative options for distributing printed materials, and license/copyright expectations that protect and enhance ALCM's connection with their constituency.
10. Provide regular reports to meetings of the board of directors as requested.

Compensation:

ALCM will pay The Editor a contract stipend of \$4,500 per year, payable in three installments of \$1,500 (no withholding) after each issue is completed. ALCM will reimburse The Editor for related and approved photocopy and mailing expenses.