

Position Description
Editor of *The Azalean*
Journal of the Azalea Society of America

The Editor of *The Azalean* (Editor) is a part-time paid position to organize and direct all parts of the process to publish four quarterly issues per calendar year of *The Azalean*, the horticultural journal of the Azalea Society of America (ASA). The Editor is a member of the ASA Board of Directors (BOD) and works under their general direction.

Skills and qualities

Management and organization skills are necessary. The Editor must be familiar with desktop computer publishing and must have an interest in azaleas. The Editor should be proficient in spelling, grammar, and punctuation. He/she must have excellent interpersonal skills when soliciting articles and suggesting editorial revisions to authors and be a disciplined and responsible self-starter who is also capable of and willing to recruit potential authors and to write articles on occasion. A working knowledge of horticultural terms, editorial experience and excellent skills with word processing, digital imaging software, and/or desktop publishing programs, and a working knowledge of production and printing processes is essential.

Duties and Responsibilities

1. Solicit and collect articles from authors within the ASA and at-large, and review their suitability for *The Azalean* or, as appropriate, obtain expert opinions of their suitability. The content of *The Azalean* must be of interest to a broad range of readers, from beginning gardeners to experienced horticulturists.
2. Work with editors of other horticultural journals and other sources to provide and/or secure permission to reprint articles.
3. Ensure that photos published in the *Azalean* have the copyright release of the photographer and that proper attribution of every image is made in the issue.
4. Where an article has multiple authors, ensure that a copyright release is obtained from all the authors. Submission of the article by one of the authors constitutes copyright release for THAT author.
5. Select, organize, and edit articles, pictures, and advertisements for four issues of *The Azalean* each year, with each issue expected to normally contain 24 pages including the covers.
6. Do and/or oversee the design and layout of the wrapper, covers and pages of each issue of *The Azalean*.
7. Distribute a draft copy of each issue of *The Azalean* to the Editorial Advisory Board for their review and comment and make necessary changes as a result. Communicate with the authors as needed to ensure their agreement with any major changes.
8. Oversee the printing and distribution of each issue of *The Azalean* including selection of printing and mailing distribution channels based on best quality and price. Coordinate with the ASA Treasurer to obtain a current mailing list for the distribution of each issue, which is to be emailed, by the ASA Treasurer, directly to the printer company. The quantity of each issue

printed is expected to normally be the size of the mailing list plus 10 copies for back issue sales and up to 5 courtesy copies to the author of each feature article in that issue (editor coordinates with author to determine the number up to 5).

9. Write a post-convention review article each year for The Azalean similar in content and scope to those provided over the past five years unless such an article is supplied by others.

10. Schedule, do and/or oversee the content, layout, and placement of advertisements for The Azalean, using information from the Advertising Manager, and from the ASA Treasurer regarding payment for the advertisements.

11. Work with the Advertising Manager as needed to ensure their agreement on content and layout of new or revised advertisements.

12. Provide digital copies of each issue of The Azalean and its included digital images to the ASA Webmaster for use on the ASA website.

13. Maintain a membership in the ASA.

14. Submit a written report to the ASA Secretary at least one month before each annual meeting, to include a budget for the following calendar year, any suggestions for changes to duties and/or The Azalean, a summary of the Editor's activity during the previous year, and any requested change in compensation with justification for the change. This will be reviewed at the annual meeting of the BOD.

15. Report to the BOD and participate as an ex officio member of the BOD with voting rights in all BOD meetings, including the annual convention and meeting of the ASA.