**CLUBS/ACTIVITIES EDITOR**

As a GENERL Editor:

\_\_\_\_\_Stays in communication with all members of yearbook

\_\_\_\_\_Responsible for design and content of entire section

\_\_\_\_\_Produces master layouts and writes copy and division copy for the section

\_\_\_\_\_Assign pages to staffers and photographers

\_\_\_\_\_Proofreads copy and edits spread for grammar and content, and checks spreads

\_\_\_\_\_Keep up with progress of spreads and makes sure corrections are made

\_\_\_\_\_Meets all deadlines

\_\_\_\_\_Puts forth additional time outside of the Yearbook period to complete necessary work.

\_\_\_\_\_After first deadline submission, makes sure the staff is still working on finalizing the section, so when the

 proofs come in it will be easier

\_\_\_\_\_Attends any editors meetings assigned by Editors-in-chief

\_\_\_\_\_Fills out spread evaluation forms and hands into Editors-in-chief

\_\_\_\_\_Completes Division page

\_\_\_\_\_After your section is done, you make sure staffers have indexed all names within your section, and

 help Editors and Staff that still have deadlines to be completed.

As the Clubs/Activities Editor:

\_\_\_\_\_Refer to “General Editor” job description listed above

\_\_\_\_\_In charge of the Clubs/Activities section

Sends out a letter to all activities coordinators

\_\_\_\_\_In charge of knowing what photographable activities are going on

\_\_\_\_\_Keeps record of staffers assigned to pages within your Clubs section

\_\_\_\_\_Stays in communication with all club sponsors/advisors and the student body in general, and relays

information to staffers assigned to your section

***\_\_\_\_\_***You have to make up topics for pages that correspond to the clubs we have at Dundee. It’s your job to be

 aware of all the clubs/activities that there are here.

As a member of the YB staff:

\_\_\_\_\_See Staff Sheet