



National Council of Corvette Clubs, Inc.

Incorporated 1960

Job Description
Last updated June 2012



DIRECTOR OF PUBLICATIONS (Appointed by the President – one year term – no term limits)

With the approval of the Board of Governors, the President of NCCC appoints the Director of Publications to that office. The tenure of the office of director is for one year, since he serves at the pleasure of the President and the Board of Governors. The appointment may be repeated indefinitely. In the past, one editor held the position for 12 years, while another held the position for 13 years.

The Director of Publications, while responsive and sensitive to the wishes of the membership of NCCC, reports to the Executive Board and the Board of Governors. The Director of Publications shall attend all scheduled meetings of the Executive Board and the Board of Governors.

The responsibilities of the Director of Publications concern primarily the publication of the in-house publication of the NCCC, *Blue Bars*. The magazine is currently published quarterly with a Winter issue appearing in late January, a Spring issue appearing in late April, a Summer issue appearing in late Summer, and a Fall issue appearing in late October. Currently, the Summer issue will also include Convention highlights. Specifically, the general responsibilities associated with the publishing of *Blue Bars* are those typical of an editor of a magazine, namely: establishing dates, deadlines and editorial standards for editorial copy, articles, photos, advertising, etc.; selecting suitable material for publication from that available; determining the format of the magazine including the layout of each page; providing the printer with a suitable draft copy of the magazine; and editing and correcting proof copy.

In addition to the above, the Director of Publications shall work with the Director of Sponsorship to obtain suitable advertising copy for *Blue Bars* by preparing an advertising rate sheet having appropriate advertising rates and schedules. The rate sheet shall be provided to the Director of Sponsorship for use with corporate sponsors.

At the request of the Director of Publications, the NCCC Treasurer shall bill the advertising clients. The Director of Publications shall select the printing company with the advice and consent of the Executive Board.

The Director of Publications shall help maintain a courtesy mailing list for *Blue Bars*, maintain a file of back issues of *Blue Bars* and shall retain completed, signed application forms for all new primary members per USPS rules for Periodical Rate Approval. The Director of Publications is notified by the USPS of any address changes and Notices of Undeliverable Periodicals, checks the NCCC Membership Database, then contacts the appropriate RMD and VPM for updating the NCCC Membership Database. The Director of Publications currently oversees a staff of three (3) who contribute articles, etc. for inclusion in *Blue Bars*.

The Director of Publications shall also be known as *Blue Bars* Editor.

TIME INVOLVED IN THE POSITION OF NCCC DIRECTOR OF PUBLICATIONS

The time spent fulfilling the duties of the above office are estimated below:

Activities associated with the publication of an issue:

- 1. Preparing articles, photos, etc. for inclusion in draft copy.....36 hours
- 2. Preparing a draft copy.....14 hours
- 3. Proofreading preliminary copies (initial and blue line)3 hours
- 4. Gathering all photos, ad inserts, etc. and burning in a CD for printer.....30 minutes
- 5. Correspondence with advertising clients.....3 hours
- 6. Other correspondence regarding *Blue Bars* and NCCC matters.....30 hours
(includes processing address changes, etc. from the USPS)
- 7. Errands connected with the magazine, i.e. Fed Ex, office supplies1 hour
- 8. Filing and other home office duties36 hours

Total time spent per issue on the publication of *Blue Bars*: 123.5 hours

Other activities necessary for fulfilling the duties of the above office:

- 1. Activities involved during the Governors' Meetings:
 - o Discussion with Regional Officers2 hours
 - o Friday E-Board meeting1 hour
 - o Saturday E-Board meeting.....4 hours
 - o Saturday Governors' meeting.....4 hours

Total time spent per Governors' meeting: 11 hours

- 2. Activities involved during the Annual Convention:
 - o E-Board and Governors' meetings4 hours
 - o Photography at speed events.....16 hours
 - o Photography at other competitive events.....12 hours
 - o Photographer at parties and banquet12 hours

Total time spent per Convention: 44 hours

- 3. Total overall time spent during the year:
 - o Publishing four issues494 hours
 - o Attending Governors' meetings44 hours
 - o Activities at Convention.....44 hours
 - o **PER YEAR.....582 hours**