

Stroll Anthology Managing Editor (2009-10)

POSITION DESCRIPTION

The Stroll of Poets Society has published an annual anthology since 1991. The Stroll of Poets requires someone to edit and manage publication of the 2010 Anthology and ensure that the printed copies are available for distribution at the Stroll's Annual General Meeting at the end of March 2010. Compensation for the position is \$400, paid upon delivery of finished product and presentation of a report to the Annual General Meeting.

The Managing Editor:

1. Reports to the Stroll of Poets board through the Anthology Liaison, Carlean Fisher.
2. Collects all poetry, author biography, and cover photo submissions, including hard copy submissions which have been input onto computer and sent by Nicholas Mather from the Writer's Guild of Alberta.
3. Arranges for an editing session with volunteers, and inputs corrections following the meeting.
4. Formats Stroll of Poets Anthology and cover in a print ready format (pdf).
5. Submits the Anthology to printer and oversees printing.
 - a) Establishes with the printer a schedule of deadlines to insure delivery before AGM.
 - b) Reviews the final hard-copy page proof with the Anthology Liaison and one other Board Member prior to the bulk print run.
 - c) Our printer is College Copy Shop, 10221 – 109 Street, Phone: (780) 432-1458 (Aly Janmohamed).
 - d) Picks up or arranges for a volunteer to pick up printed copies for distribution at the Annual General Meeting.
6. Presents a report to the Annual General Meeting.
7. Retains all poetry submissions and correspondence until the project is complete.
8. At the end of the project, transfers submissions and correspondence to the Stroll Administrator, Nicholas Mather, at the Writers Guild of Alberta (11759 Groat Road, mail@writersguild.ab.ca).