

Feb 13, 2023 received/updated

Created by Michelle (Micki) Carter, Chris Panero added list of months of publication, put it in template

TRIAD EDITOR

BOARD POSITION: Triad editor and external

Responsibilities:

- Receive, edit and write articles for The Triad September through June editions and use InDesign to layout The Triad for distribution via a virtual document and PDF. Deadline is the 15th of the previous month to receive articles. I send the file to Cathy Chowenhill for distribution about the 20th of the month.
- Published August, September, October, November, December-January, February, March, April, May, June-Summer.
- Post to Mid-Pen's Facebook page items of interest to educated women almost daily.
- Write and distribute press releases when newsworthy items occur.

EVENTS, PROJECTS, SPEAKERS, SOURCES, ETC.:

An additional task I perform for Mid-Pen is that of a graphic designer doing projects such as the creation of banners, brochures and business cards and special projects like the Equal Pay Day bookmarks.

JOB EVALUATION, SUGGESTIONS & RECOMMENDATIONS:

It would be helpful if the membership was aware of my needs for The Triad:

- Photos for The Triad must be large-format (JPEG or PNG preferred) of any Mid-Pen event or to accompany any article. Do not embed photos in the body of the text.
- Articles can be submitted as Word, Pages, or Google documents or in the body of an email. Do NOT send as a PDF or any other text format.
- Anyone who isn't comfortable writing a formal article can just send me a list of facts; I will write the article.
- All articles are edited using Associated Press style.
- It would be extremely helpful if I received just one article on a topic or event rather than bits and pieces (often duplicating) from many.

Deadlines:

- 15th of the previous month to receive articles.
- About the 20th of the month, send the file to person who handles email distribution (Cathy Chowenhill in 2023-24) for distribution.