

Adviser

1. Responsible for the overall production of the book and for fiscal responsibility of the staff members.
2. Keeps staff on task to complete the production and business aspects of the yearbook.
3. Establishes production schedule with the editor to meet deadlines.
4. Responsible for meeting the printer's deadlines.
5. Reads all copy and reviews every picture that goes into the book.
6. Selects staff.
7. Keeps staff motivated, organized and working.
8. Provides the enthusiasm and inspiration that carries over to staff members.
9. Acts as liaison between staff and administration.
10. Sets up budget with manager and editor.
11. Oversees sales and advertising campaigns.
12. Audits records of both book sales and advertising sales.
13. Works with photo editor to coordinate all student and professional photography.

Editor in Chief

1. Responsible for the overall planning and production for the book.
2. Works with adviser and section editors to develop a workable schedule to assure deadlines are met.
3. Prepares and maintains the production schedule.
4. Responsible for meeting the printer's deadlines.
5. Follows up with section editors to see deadlines are met.
6. Oversees selection of theme, ladder diagram, selection/design of cover and endsheets.

8. Assures theme development throughout the book.
9. Checks each complete page before submission to the publisher.

Business Manager

1. Responsible for the overall financial success of the yearbook. This position is equally important to the editor-in-chief position.
2. Works with the adviser and editor to set up the budget.
3. Coordinates and oversees the sale of books.
4. Coordinates and oversees the sale of advertising.
5. Coordinates and oversees the fund-raising activities.
6. Handles recordkeeping for all business-related matters.
7. Organizes and helps distribute yearbooks.

Layout Editor

1. Responsible for layout/design and art for all pages in the book.
2. Works with the editor in chief to design the opening, division pages and closing.
3. Works with section editors and editor in chief to develop master layouts for each section.
4. Checks all layouts for completeness and consistency in design before submitting to the editor in chief.

Copy Editor

1. Responsible for all copy (headlines, stories, captions).
2. Sees that the copy is written.
3. Sees that the copy is edited for accuracy, completeness and interest.
4. Sees that the copy is edited for uniformity of capitalization, punctuation and spelling.
5. Compiles a style book for writers to follow.
6. Proofs all final copy before submission to the editor in chief.

Photography Editor

1. Responsible for all picture assignments, to see they are taken and final images are submitted to the section editors.
2. Coordinates schedule with professional photographer.
3. Sees that all negatives and/or contact sheets are filed and easily accessed.

Sales Manager

1. Responsible for promoting and selling the book to gain as wide a circulation as possible.
2. Sees that all money is collected from yearbook purchasers.
3. Supervises the yearbook sales staff.
4. Records all sales and keeps accurate account of all sales receipts, payments and monies owed.
5. Creates the master list of yearbook purchasers' names
6. Organizes books for distribution.

Advertising Manager

1. Responsible for selling advertising.
2. Organizes the advertising campaign.
3. Trains advertising sales staff.
4. Records all sales and organizes advertising contracts.
5. Collects all monies.
6. Sees all copy is received in time for layout staff to meet its deadline.
7. Sends out monthly bills to advertisers.
8. Responsible for collection of all outstanding balances.

Writers

1. Reports to the section editors and editor in chief.
2. Draws rough or preliminary sketches of each layout for approval by the section editor.
3. Carefully follows layout guidelines set by the editor in chief and section editors.

4. Prepares final layouts carefully (accurately positioning elements) on the computer.
5. Produces all work on time.
6. Learn all the printer's instructions and correct copy preparation procedures.

Other functions

1. Assists with additional tasks assigned by the editor in chief or section editors.
2. Sells fair share of advertising.
3. Helps others so all scheduled pages are finished by deadline.
4. Makes a final check of assigned pages for errors in design, copy or printer's instructions.

Designers

1. Writes copy specified by the editor in chief or section editors.
2. Assists in brainstorming feature and story ideas.
3. Gathers facts for all assigned stories and attends relevant events for accurate reporting.
4. Schedules and conducts interviews for yearbook stories.
5. Works with photographer to plan photos for stories.
6. Ensures copy fits in allocated spaces.
7. Submits neat and complete final copy.
8. Learns all stylistic and grammatical rules listed on style sheet (e.g., abbreviations, capitalizations, titles, etc.).
9. Does not plagiarize.
10. Uses fairness in coverage, good taste in writing and does not disparage or libel anyone.

Other functions

1. Assists with additional tasks assigned by the editor in chief or section editors.
2. Sells fair share of advertising.
3. Helps others so all scheduled pages are finished by deadline.
4. Makes a final check of assigned pages for errors in design, copy or printer's instructions.