

Yearbook Editor/AIM Supplement Booklet Job Description
Gateway Arch East Music Teachers Association
Submitted 5-27-17 by Joan Witte

- Get list of membership renewals and new memberships from Treasurer as they are submitted monthly from MTNA. Update any member information that has changed from the previous year. Add new member information to the directory listing.
- Send letters to potential advertisers by Aug. 1 with a deadline of Aug. 31 to submit ad copy and payment. Include a copy of previous year's ad to repeat advertisers. Place new ads into yearbook and update repeat ads as needed. Remove ads from yearbook that are not renewed.
- Send receipt to advertisers when payment is received. Forward advertising checks to Treasurer.
- Send links for advertisers' websites or email to Webmaster to post on GAE website. Notify Webmaster to remove links for advertisers who have not renewed ads from the previous year.
- Send notice to entire GAE membership inviting members to place a free link to a personal teaching website in the yearbook. Update links as needed from the previous year. (Links do not get put on the website unless the advertising fee is paid.)
- Contact President to get updated list of Executive Board members and Chairpersons to insert into Yearbook.
- Contact President to get a letter from the Executive Board to insert into Yearbook.
- Update Member of the Year information.
- Change dates to the current year for any listings that are year specific.
- Contact Vice President for a list of programs and events for the year and insert listings.
- Update contact information as needed for any events which require a reply. Insert hyperlink for each contact.
- Contact entire GAE membership to inquire if any members would like a different listing for the website version of the yearbook than what is listed in the copy being sent to members. If so, create a web version of the yearbook to be sent to Webmaster upon completion. If all listings are the same, Webmaster will receive the same version as all members.
- Contact Secretary and President to get a list of any new policies that were enacted during the previous year. Update policy list as needed. Place general policies into Yearbook and AIM policies into AIM Supplement.
- Insert membership application for the current year (available from MTNA website). Add amounts for GAE chapter dues.
- Update Code of Ethics or Constitution and Bylaws if needed.
- Update Table of Contents.

- Copy all AIM information from Yearbook Calendar of Events into AIM Supplement.
- Update any AIM information or policies in the AIM Supplement that have changed from the previous year. Double check contact information for repertoire substitutions, level 12 entries, and all ISMTA AIM Chairs.
- Update dates, times, contact information, fees, and anything else that has changed in all AIM registration forms.
- Insert any new information to be included in AIM Supplement.
- Update Table of Contents of AIM Supplement.
- Email MS Word version of completed Yearbook and AIM Supplement to entire GAE membership no later than Oct. 1, if possible.
- Email .pdf of web version of Yearbook and MS Word version of AIM Supplement to Webmaster to post on GAE website.
- Take Yearbook and AIM Supplement files to a printer to print black and white copies for the following people: Yearbook only for ISMTA President, Membership Chair, and Local Association Chair; Yearbook and AIM Supplement for any GAE members who do not have email and/or a printer, or those who request and pay for a printed copy.
- Mail hard copies to above persons. Send receipts for printing, envelopes, and postage to Treasurer for reimbursement.
- Email a .pdf of Yearbook only (not AIM Supplement) to all ISMTA local association presidents. Contact information is available on the ISMTA website. (Not anymore!)
- Breathe a sigh of relief because you're finished for the year, and hopefully you didn't mess up too many things!