

<b>BULLDOGGER RESPONSIBILITIES</b>	
	Compiled by Editor
<b>Responsible party</b>	<b>Task</b>
Editor	Set deadlines and send notifications
Editor	Responds to all emails, calls, FB messages and posts
Editor	Communicate all messages to the membership
Editor	Send email requesting committee reports form committee chairs
Editor	Researches and writes article. Request permission to use articles, etc
Editor	Updates FB on any changes to deadline or extra ad pages to sell before closing issue
Editor	Ceate new issue on InDesign and date # all pages
Editor	Keep log, request, research and write obituaries
Editor	purchase Top 25 list from AKC
Editor	Assimilate, Place Top 25 dogs with owners on page
Editor	Sell, email and call requesting ads from recent winners and regualr advertisers
Editor	Update all club, Div and committee changes on the template pages
Stacey Gann	Notify Div tresurers of deadline and request membership rosters, collect and send to editor
Editor	Place all text material on pages and format. (Word formatting will not transfer to InDesign)
Editor	Notify cover dog of deadline, write cover dog story, place on page and format
Editor	Place cover dog photo and photoshop and calibrate as needed
Editor	Create, update and manage ladder for page placement
Editor	place ads on page and number
Editor	Place and type new champion ads and sell any extras
Beth Hanricks Becky Krumweid	Coordinate and keep list of all new CH from AKC and send to editor
Bea Page	Collects all performance titles and send to editor
Editor	Place New CH and performance info on page with photo and format
Cathy Eke	Gather, organize and edit document for all specialty shows
Editor	Place, space and format all specialty show info on pages
Stacy Gann	Gather all Div news and send to editor
Editor	Place, space and format all Div and executive news on pages
Editor	update contents page with article title and page number

Editor	Create and number advertisers index
Editor	Update Bulldog vet list
Editor	Work with Royal Canin on ads and sponsorship
Editor	Sells extra pages that are left open, responsible for selling all available pages and collecting monies
Editor	Inspect all ads for color calibration and make needed photo shop changes to ads
Cathy	1st edit of all gathered materials
Linda Wolf	2nd edit of all gathered materials
Barb Morgan	1st edit of PDF pages
Annette Nobles	2nd Edit of PDF pages
Lauren Q	3rd edit of PDF pages
Editor	Create PDF pages
Editor	Make all needed changes to pages after all edits, creates new PDFS and sends to next step in process
Editor	Sends PDFs to printer for each step
Michell Muse	1st digital edit
Gail Harris	2nd digital edit
Angela / Cathy /	hardcopy edit
Editor	Assemble all mailing rosters, spreadsheets and send to printer to order paper and get count
Editor	Final edit after hard copy changes have been made
Editor	Gives the final ok to print
Editor	Creates bulk mail list for current divisions and sends to printer
Editor	Tracks and collects all monies due
Editor	Accepts checks, records and sends to National treasurer
Editor	create digital issue and send link to BCA Website chair
Editor	Sets yearly budget and works with council
Editor	Keeps log/ reports of all ad sales, expenses and reports to executive committee
Editor	Manage, assemble and oversee cover dog selection committee and make announcement at banquet
Editor	Nationals issue - all materials, news, photos, candids, banquet coverage