Responsible party	Task	Potential responsibility groups
	BULLDOGGER RESPONSIBILITIES	
Responsible party	**Task**	**Potential responsibility groups**
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	**Article Coordinator**
Editor	Notify cover dog of deadline, write cover dog story, place on page and format	
Editor	Updates FB on any changes to deadline or extra ad pages to sell before closing issue	
Editor	Sell, email and call requesting ads from recent winners and regular advertisers	
Editor	Place cover dog photo and photoshop and calibrate as needed	**Advertising Coordinator (not an AKC Judge)**
Editor	place ads on page and number	
Editor	Place and type new champion ads and sell any extras	
Editor	Nationals issue - all materials, news, photos, candid's, banquet coverage	
Editor	Place New CH and performance info on page with photo and format	**? Advertising Coordinator will pull together photos**
Editor	Work with Royal Canin on ads and sponsorship	**? Advertising Coordinator**
Editor	Sells extra pages that are left open, responsible for selling all available pages and collecting monies	**?Advertising Coordinator**
Editor	Inspect all ads for color calibration and make needed photo shop changes to ads	**?Advertising Coordinator**
Editor	Create and number advertisers index	**? Advertising Coordinator**
Editor	Keeps log/ reports of all ad sales, expenses and reports to executive committee	**? Advertising Coordinator**
Editor	purchase Top 25 list from AKC	**Volunteer to procure submit these lists in publishable format**
Editor	Assimilate, Place Top 25 dogs with owners on page	
Robin Stowell	Keep log, request, research and write obituaries	
Stacy Gann	Notify Div. treasurers of deadline and request membership rosters, collect and send to editor	
Stacy Gann	Gather all Div. news and send to editor	
Editor	Place, space and format all Div. and executive news on pages	

Beth Hanricks Becky Krumweid	Coordinate and keep list of all new CH from AKC and send to editor	**? Copy Advertising Coordinator when completed**
Bea Page	Collects all performance titles and send to editor	
Editor	Create and number advertisers index	**? Advertising Coordinator**
Editor	Update Bulldog vet list	**New Volunteer? Maybe Health Committee action**
Cathy Eke	Gather, organize and edit document for all specialty shows	**Div. reps to drive this input to Cathy, due dates**
Editor	Place, space and format all specialty show info on pages	
Editor	Update all club, Div. and committee changes on the template pages	
Editor	Create new issue on InDesign and date # all pages	
Editor	Place all text material on pages and format. (Word formatting will not transfer to InDesign)	
Editor	Create, update and manage ladder for page placement	
Editor	update contents page with article title and page number	
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	**? Financial coordinator handling all income?**
Editor	create digital issue and send link to BCA Website chair	
Editor	Sets yearly budget and works with council	
Editor	Manage, assemble and oversee cover dog selection committee and make announcement at banquet	**? Advisory board**