**Handbook Editor**

Updated: Feb 2018

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| Job or Activity: Handbook | Person Responsible: Elayne Barclay, handbook@pner.net |
| Elected or Appointed? appt | When? 2013 |
| Specific Qualifications? Yes | If so, what are they? Beneficial to be familiar with graphic, spread sheet, and word processing software |
| If this is a committee, list other members |  |
| Other positions interface with this one. | Ride managers, membership sec, points sec, advertises, DocuMart printers, treasurer, secretary, vice-president, president, raffle chair, newsletter editor, web page manager, AERC Sanctioning Director, Awards Coordinator |
| By-laws Description: | None |
| Expected monthly time commitment: | Be available to communicate via email or phone (reply within 24-48 hours)Have several hours (3-5) every week in November and December, increasing in January Be able to attend convention and appropriate meetingsHave tracks of time available to devote to assembling handbook the first two weeks of February (20-40 hours)Have several hours last couple weeks of February to deal with loose ends |

Basic Responsibilities:

**November**:
Start contacting ride managers and advertisers
Decide on deadlines for submitting ads and payment
Publish info about ride flyers and ads for handbook in newsletter and on social media sites

**December**:
Communicate with the Awards Coordinator regarding any changes to the awards or sponsor changes.

Contact ride managers about donating ride entries to raffle
Work with convention planners regarding advertisement "packages" for raffle donations and prices for ads of various sizes and types
Find someone to create cover graphics or plan to do it yourself

**January**:
Create ride donation certificates for ride managers to sign at convention
Start putting together/updating as many sections of handbook that are possible before convention.
Collect all ads and ride flyers and send out invoices (include treasurer) to those that have not paid yet
Work with treasurer to insure all payments are made that are due
Send ride list entries to ride managers for proof reading

At convention:
Make list of awards that are announced at banquet and note winners when announced
Get ride managers to sign certificates
Attend appropriate meetings (BOD, general membership, ride managers)
Give ride entry certificates to president or banquet "master of ceremonies"
Note new officers and elected and appointed positions and committee members

After convention:
Get junior sponsor's list from Junior Representative
Get list of award winners
Get copy of all BOD minutes for previous year
Get copy of treasurers report

Obtain ride schedules from AERC, EDRA and ERABC sanctioning directors

**Early February**
Get membership list from membership secretary
Create BOD list and send to each member for proof reading
Make any changes to award descriptions and send to appropriate individuals for proof reading
Send newsletter editor and web page manager list of rides and a copy of the ride flyer

**Mid February**
Get handbook document to printers, Documart on Cornelius Pass 5809 NW Cornelius Pass Rd, Hillsboro, OR 97124 Phone:(503) 924-2969
Tammy Belwood contact person, cornelius@documart.com

Number of copies based on how many printed the previous year and how many extras ended up not being needed. Roughly the previous years' membership # plus 25 or so more.
The  extra copies go to the membership secretary so they can be mailed to those that join PNER after the bulk mailing in February.

Look at proofs, make corrections multiple times
Make arrangements for Canadian members' handbooks to be mailed
Make sure membership secretary sends mailing list to printer
Send web page manager list of BOD, appointed and committee positions, award descriptions, ...

**March**
Hope handbook starts arriving to membership

**List of sections:**-Table of contents including a list of advertisers showing on what page to find their ads, credit to front page creator and photo credits
-PNER welcome page written by incoming president initiated in 2015 (not sure if this will become routine or not)
-List of current BOD, Officers, and Committees with contact info (required)
-PNER rules and points info (required)
-PNER awards descriptions (required)
-Eligibility declaration form for nomination for certain awards (required)
-List of award winners for previous year (traditionally required)
-Membership directory (traditionally required)
-Ride list for current year (required) includes name of ride, manager with phone and email contact, head vet, dates, distances, and location of ride for ALL rides in PNER region
-Paid advertisements and Ride flyers (required)
-BOD and general membership meeting minutes and treasurer's report (required)
-By-laws, as amended, if applicable (required)

Possibly started on before convention:
-PNER rules and points info (change dates)
-PNER awards descriptions (change dates)
-Eligibility declaration form for nomination for certain awards (change dates)
-List of award winners for previous year (potentially can get most before convention)
-Ride list for current year (can start creating for those rides that have been sanctioned). AERC Sanctioning Director will have a complete list.