

## **Newf Tide Editor**

Your bid package must include:

1. General Editorial Experience.

- A resume detailing your professional Editorial experience, including a list of your job responsibilities
- A statement of your experience in the world of dogs
- A list of publications to which you have contributed
- A minimum of three references
- Samples that demonstrate your Editorial and writing skills

Any other experience you feel would be appropriate for this position.

2. Scope of Responsibility and Authority - (The Editor's job description is provided. If you wish, you may expand on the job description and state your reasons for doing so.)

In addition:

- Identify any problems you perceive with the job description as written.
- Identify any changes you propose to the job description.
- If there are risks involved with the job description as written, identify those risks and describe how they can be mitigated.
- Describe how you will perform the Editor's duties and meet the responsibilities as defined in the job description.
- Describe what procedures you would implement to work with members regarding submission of content.

3. Hardware/Software Capability

Describe the hardware and software that you will use for the receipt of files from volunteers and other contributors. Please be specific about your ability to send and receive files via the Internet.

Describe how you will manage archiving and storing materials (paper and electronic media). Describe your plan for safeguarding these materials in the event of a natural or manmade disaster, and how you would be able to recover in the event of a hardware failure on your own system.

4 Itemized Costs

State your expected per page rate (Note: commercial printing costs are NOT to be included in your bid for the Editor position.)

Itemize and estimate additional costs.

**Please submit your bid no later than October 27 to :**

Lynne Anderson-Powell at **NCABOD2ndVP@live.com**