

GRAND EDITOR

I. Job Description:

The Grand Editor shall be responsible for the content, preparation and distribution of the Most Worshipful Prince Hall Grand Lodge of Texas, F. & A.M. Publication(s). This includes soliciting items for publication, editing contributions, doing layout, and keeping archives of all original publications published and to be responsible for Grand Lodge equipment used to create the Publication. The Grand Editor will serve as Chairman for the Committee on Publications and will submit a report each year at the Grand Communication. The Grand Editor reports directly to the Grand Master.

II. Process:

A. The Publication is designated as a quarterly publication, to be published in November, February, May, and August. A digital copy is prepared and sent to the Grand Webmaster for inclusion on the Grand Lodge Website as a .pdf file.

B. Regarding content, the following is recommended for each issue:

1. Flag Mast/Large Photo/Theme/Message
2. Message/Photo from the Grand Master
3. Message/Photo from the Grand Secretary
4. Message/Photo from the Grand Editor
5. Table of Contents
6. Photos of Grand Lodge officers
7. Grand Master Calendar
8. Grand Lodge News
9. News from around the Jurisdiction
10. Masonic Spotlight
11. Messages/Photos from Grand Lodge officers
12. Messages/Photos from Concordant/Appendant Bodies
13. Upcoming Events
14. News from other Jurisdictions
15. List of deceased members for the quarter

C. When the .pdf file is added to the Grand Lodge Website, the Grand Editor will notify by e-mail the following people: (1) Grand Master, (2) Grand Lodge officers, and (3) the District Deputy Grand Masters.

D. A complete file of past Publications will be maintained. A DVD containing the .pdf, the editing file, and article/photo submissions will be forwarded to the Grand Lodge for archiving.

III. Qualifications:

- Excellent organizational and written communication skills
- Computer, Internet and email access essential
- Desktop publishing capabilities a plus
- Organizational support and ability to set aside time for Publication duties
- Ability to work with others to achieve consensus

COMMITTEE ON PUBLICATIONS

Job Description:

Committee members will assist the Grand Editor in his duties. Committee members will serve as copy editors to edit for mistakes in spelling, punctuation, and grammar. Committee members must make sure that the submissions for the Publication adhere to the Grand Lodge Publication Handbook and Style Guide. Additionally, the committee is responsible for ensuring that titles, names, places, and organizations have been spelled correctly. Since all this work must be done quickly to meet deadlines, the committee must be both accurate and fast.