

Position: *Sampler Advertising (Appointed)*

- Work with the *Sampler* Editor, obtaining guidelines for publishing ads.
- Contact potential advertisers for the *Sampler*.
- Collect ads to be placed in the *Sampler*, offering assistance (if necessary) to develop the ad. Ads should be camera ready by preference.
- Collect monies for advertising when picking up the ads, or if the ad is ongoing, collect before the next block of publishing time is to commence.
- A 10% discount will be given to advertisers who pay the entire year before the end of September each year.
- Maintain monthly contact to ensure no change to the existing ad is needed.
- Contact the *Sampler* editor by the date of the executive meeting each month to update and/or confirm the ads.
- Keep the membership director up to date with advertisers' names and mailing addresses so that a monthly *Sampler* can be sent.
- Pass list of accounts and monies collected to the Treasurer.