

To: Melanie Argo

From: Stephen Sweeney, MPLA President

Re: Letter of Agreement for service as MPLA Newsletter Editor

Date: February_____, 2021

This is to confirm your appointment as MPLA Newsletter Editor and to review the terms associated with this appointment.

Term of Appointment: The appointment will be January 1, 2021 – December 31, 2021 and can be renewed based on good performance and with the agreement of both parties.

Compensation: MPLA will pay \$350 per issue of the newsletter, which is to be published six times a year. Additionally, the Newsletter Editor is given a 15% commission on the first insertion, or first paid annual contract, of any new advertising that is sold for the newsletter.

Duties: The duties of the Newsletter Editor are listed in the MPLA Manual of Procedures. The editor is responsible for the quality of the newsletter including layout, content, writing, and presentation. A few areas merit particular emphasis:

- Newsletters are to be posted on the MPLA website no later than the first day of the month in February, April, June, August, October, and December.
- Meeting the publication schedule is very important, as the newsletter is the major way we communicate with members. Any variation in the schedule or deadlines must be approved by the MPLA President.
- The Newsletter Editor is expected to work closely with the conference committee, which is chaired by the President-Elect each year to assure that this event receives appropriate publicity and that registration, hotel, and program information is published and available in a timely way so that members are encouraged and able to make plans to attend.

Editorial Board: The MPLA Communications Committee serves as the Editorial Board. It is expected that you will work with this committee on the policies and content of the newsletter, particularly in identifying topics for feature articles and assisting with finding contributors if they are needed. The editor may be asked to write feature articles also if they match an area of expertise. The board should also be used for generating and evaluating new ideas, such as editorials, for the newsletter. Members of the Communication Committee may assist with news gathering and proofreading.

Meetings/Travel: It is very important that the Newsletter Editor is aware of the major activities and issues before the association, so a careful reading and review of the documents and reports for each board meeting is important in order to be informed. Accurate reporting on our annual joint conference is important, so the Newsletter Editor is encouraged to attend. A stipend of \$300 can be requested to help defray costs associated with conference attendance.

Reporting and Evaluation: The Newsletter Editor reports to the President of MPLA for day-to-day operational issues. You will be evaluated by the Administration Committee on an annual basis at the time of the conference, using the form that is in the Manual of Procedures. The MPLA Board provides input to the review.

Termination: the Administration Committee can elect to remove the Newsletter Editor from this arrangement for non-performance at any time and with no payment due for future or undelivered issues of the Newsletter.

Stephen Sweeney, MPLA President

Date

Melanie Argo, MPLA Newsletter Editor

Date