The Advertising Editor is a member of the *Journal of Engineering Technology (JET)* Editorial Board. As such, the Advertising Editor participates in the editorial review of all the manuscripts reaching this level of review.

2. The Advertising Editor solicits ads for JET. This is down semi-annually and the goal is to get enough ads to cover all JET expenses after the page charge fees are totaled.

3. After the Advertising Editor receives the JET copies for the advertisers, an invoice and a tear sheet is mailed to the advertiser also with a copy of JET

4. The Advertising Editor then sends all the invoices to the Financial Editor, who is in charge of collection.

5. The Advertising Editor also sends an ad report to the rest of the editorial board along with an ad history.

6. The Advertising Editor is expected to attend the two annual JET Editorial Board Meetings. One of these meetings is held at the time of ASEE Annual Conference (June) and the other one is held at the CIEC/ASEE Conference (February). Along with the other Editorial Board members, the Advertising Editor presents the Advertising Report at these two meetings.