Financial and Subscriptions Editor

The Financial and Subscriptions Editor is a non-rotating member of the Editorial Board of the *Journal of Engineering Technology*. The incumbent acts as the secretary/treasurer of the board and maintains the records of paid subscribers for the journal. Duties include the following:

A. Financial Editor

1. Maintains the financial records for the journal
2. Publishes a financial statement for board meetings and periodically during the year
3. Apprises the board of the financial condition of the journal
4. Collects checks in payment of invoices for advertising (advertising editor sends invoices) and author page charges (financial editor invoices)
5. Collects checks paid for subscriptions and miscellaneous items that may be payable to the journal
6. Monitors the payment of invoices for advertisements and author page charges and sends reminder notices for unpaid invoices
7. Sends checks to the Comptroller of ASEE for deposit and credit to the JET local account
8. Requests from ASEE disbursements for production costs, shipping, and other items that are approved by the editorial board
9. As needed, sends copies of IRS Form W-9 to requesting agencies
10. Records and publishes the minutes of the meetings of the editorial board
11. Maintains and publishes the record of action items (the Action Register) resulting from board decisions

B. Subscriptions Editor

1. Maintains the list of paid subscribers in a spreadsheet
   a. Receives subscription requests from individuals and subscription agencies
   b. Adds new subscribers and subscription period
   c. Updates renewing subscribers and subscription period
   d. Maintains a list of members of the editorial board and copies to be received by each
2. Prepares a list of paid subscribers for the copy editor when an issue goes to press
   a. Checks for and removes expired subscribers from the list
   b. Adds first authors to receive five complimentary copies of the issue
3. Receives occasional requests for missing issues from subscribers
   a. Maintains a list of missing issue requests
   b. Forwards the information to the Editor-in-Chief who fulfills the request
   c. If the request has come from a subscription agency, notifies them of the disposition

C. Other Duties

1. Attends the semiannual meetings of the Editorial Board at the ASEE Annual Conference and Exposition in June and the Conference for Industry and Education Collaboration (CIEC) in early February
2. Prepares the financial and subscriptions reports for the meetings of the board
3. Reviews manuscripts that have passed peer review and are presented for board review
4. Performs other tasks at the request of the Editor-in-Chief