

## Editorial Committee

### Purpose of the Committee:

Editorial Committee exists to create and publish four times per year *The Friesian*, a magazine dedicated to promoting the FHANA/KFPS Friesian horse. *The Friesian* is limited in circulation to FHANA members, and it remains one of the unique benefits for members. As such, *The Friesian* is an expense FHANA has chosen to undertake, and the magazine does not have to support itself by income from advertising. Nevertheless, *The Friesian* does generate income through advertising, especially by paid cover advertisement in each issue. The Committee, through the assistance of the Executive Director and the Board, solicits a new member to purchase the cover for each issue, and the Committee assists the cover purchaser with an accompanying article.

Regarding the content of *The Friesian*, in keeping with the magazine's purpose to promote the Friesian horse, articles in the magazine must be "Friesian-focused." This means that articles may have a general focus on a subject of interest to all horse owners and cover subjects such as breeding, stalling, pasturing, and trailering horses, but every article should have at least a partial focus on how each subject relates to the Friesian horse specifically. Likewise, articles that focus on competitors or pleasure riders should focus on what the riders are doing with their Friesian horse.

### Committee Staff

The Committee consists of the following:

Editor-in-Chief who is responsible for laying out submitted photographs, articles, and advertising; coordinating with advertisers; finalizing each issue in a format that can be submitted to the printer; providing a copy of the final formatted file to the Committee for review; and submitting the final file to the printer.

Committee Chair who is appointed as Chair by the Board and is responsible for conducting meetings, ensuring minutes of each meeting are prepared and submitted to the Board, overseeing the timely submission and completion of articles, and coordinating with members, the Committee, the Board, and the Executive Director as needed.

Editors who assist in developing article ideas and seeing the ideas through to completed articles with accompanying photographs. The number of Editors varies, but there are usually three to five members who volunteer to serve in this capacity. Members who wish to participate by becoming members of the Committee should have strong skills in writing and editing and should be available to attend scheduled Zoom meetings which are typically held at 6:00 p.m. on Thursday evenings 8-10 times per year.

The Committee has one Board member who serves as Board Liaison and attends meetings in a supportive capacity.

The Committee also relies on the FHANA President and Executive Director for input and oversight, and each writes a message for inclusion in each issue of *The Friesian*.

### Scope of Work

The Committee meets via Zoom approximately eight times per year. The Committee uses a Google Drive account to assist in organizing submitted articles, photographs, advertising, and everything else. Each issue of the magazine is kept in a separate main file, and a separate folder is created for each article. The Editor working on a particular article can put all Word documents, photographs, notes, and supportive materials in the appropriate folder. When it is time to lay out the magazine, the Editor-in-Chief can easily find everything needed for a particular article and more easily keep the right pictures of the right Friesian horses in the right file associated with the right article. The Google Drive account also contains main files containing Committee documents such as copies of the minutes. At any time, the Google Drive Account is accessible to all Committee members and the Executive Director.

The Committee relies on the support of other Committees for ideas about articles and completed articles submitted by members of other Committees. The Committee is fortunate to be able to draw on other Committees comprised of other FHANA members all engaged in thinking of ways to promote and protect and preserve the Friesian horse. Many articles come directly from discussion topics raised in other Committees without the prior knowledge of the members of the Editorial Committee. In this way, *The Friesian* represents not only a benefit for members but also the synthesis of the efforts of all FHANA Committee members.