



Apostrophes with enthusiasm

Dr Anne Surma, lecturer at Murdoch Uni in English and Creative Arts, and SoE(WA) Honorary Life Member James Hansen tackled punctuation and grammar at our October 2011 meeting. Anne covered the basic rules governing the comma, colon, semi-colon and apostrophe, and distributed her handout, 'Punctuating with a purpose'. She explained these guidelines were aimed at beginners and amateurs. Personally, despite being a professional editor for the past 20 years, I found plenty to learn and marvel over.

Anne remarked that debates on punctuation are ongoing, and passionate if you are an editor. Family and friends find this amusing and so did her audience. 'The apostrophe is one of the most misused of the punctuation marks,' she said, and backed up her claim referring us to the online Apostrophe Protection Society.

Bolts of enthusiasm and energy bounced around the room as Anne tackled the queries submitted by SoE(WA) members.

Using the apostrophe

'The Wiggles' Big Birthday in a Big Tent' ... was deemed more correct than the minimal punctuation example without an apostrophe. Then, to stir the possums, James reported that in their flyer and their logo, the Wiggles do not use an apostrophe in this phrase! 'But shouldn't it be just like "Jan's party"?' I bleated. My neighbour replied, 'No, you're not a trademark!'

Our fervour increased and dozens of apostrophe examples were thrown at the speakers.

For example, the surname 'O'Toole' is often spelled without its apostrophe: 'Otoole' to accommodate the limitations of the software. Here are some other examples:

- Kings Park; St Georges Terrace but St George's Cathedral
- 'Nedlands' was originally 'Ned's Lands'
- 'we're' (contraction of 'we are') and 'were' (past tense of the verb 'to be')
- 'Happy Mother's Day' and New Year's Eve
- 'Two hours' time' – yes, it is a possessive phrase.

But remember, possessive pronouns already have built-in invisible apostrophes and should be rendered thus: 'theirs', not 'their's'; 'yours', not 'your's'.

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- **The next networking meeting will be held on Tuesday 14 November 2011. See page 4 for details.**



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Anne remarked on a widespread change in her tertiary students over the years. Ten years ago, at the start of their grammar course, they peppered apostrophes randomly before and after 's'. These days they do not use them at all. Anne held out hope for the future and remarked that she was very proud at the end of each term as her students gracefully and confidently glided from one usage to another.

"The four primary-coloured clad Wiggles are celebrating ..."

I was so tickled by the discussion that I forgot to take notes. How embarrassing. All I can report is James' remark that '... that sentence is a nonsense – there are only three primary colours!'

After we all groaned and laughed hysterically, James



Anthony, Sam, Jeff and Murray celebrate 20 years of wiggling.

took pity and solved the poser with an additional hyphen: 'The four primary-colour-clad Wiggles ...'

James spoke to his handout, 'SOEWA Grammar and Usage Workshop: Less or Fewer?'. He dealt with queries from members and also drew on his extensive fund of grammar bloopers. Throughout, James argued for 'nice distinctions' and against 'pompositives'. His audience loved to deplore the turning of good nouns into verbs; nouns are being 'verbised'!

The passing of the grammarians

Speaking with a voice full of pain and incredulity, James recounted his investigations into the demise of grammar instruction in Australia's schools. He quoted a 1963 research review (Braddock et al, 1963) that stated: '... study after study based on objective testing rather than actual writing confirms that instruction in formal grammar has little or no effect on the quality of student composition'.

Several audience members protested that 'how' grammar is taught is the determining factor, rather than grammar per se. Anne observed that lessons in grammar must be embedded in something broader, something relevant to the students. She used active and passive paras to demonstrate that different meanings can be conveyed. Then she diagrammed several paragraphs in which only the punctuation was changed and yet very different meanings were conveyed.

Jan Knight, AE

Braddock, R, Jones, RL & Schoer, L (1963) *Research in written composition*.

What's the difference between a grammarian and a seat-of-the pants editor? The latter knows when something doesn't sound right; the grammarian knows why.

The end of the year is nigh



I've just announced that I won't be nominating for president in 2012. I will have had three good years by then and I think it's time to stand aside and let someone else have a crack at directing the Society. The committee works amazingly well together and it's all really a team effort. If you've had it in your mind to volunteer for something next year, please think about the industry that you're in. Volunteering in this way builds a future for everyone interested in publishing and editing and you can have some real say in how the future may look. Being president lifts your profile and it will be a great opportunity for you to promote yourself and the Society significantly in 2013 when we host the conference. Please don't let this scare you. We are planning on having an MC and there will be many helpers during the event. Being a member of the Society is all about networking and opportunities for training, and freelance or full-time work. You don't have to be an accredited editor or someone with years of experience. We need someone who is responsible, reliable, passionate and available once a month for a meeting. Why not throw yourself into it next year and make a difference.

This is the last Bookworm for the year – our next issue will be in February 2012. It's been a very exciting year of planning for our presentation at the Sydney conference and starting to get our heads around what we're doing for the Perth conference in 2013. Look out for the details of our Christmas get together at Buddha Bar in Subiaco. Get your partner and come along to enjoy a fabulous Indian feast with lots of other surprises in store. See further details on page 12 of Bookworm.

It seems early but as this is the last official opportunity to address the members, I wish you all a safe and happy Christmas and enjoyable holidays if you are venturing away from Perth. The committee and I hope you've enjoyed our events this year and we look forward to planning some exciting new topics for next year.

Happy editing

Robin



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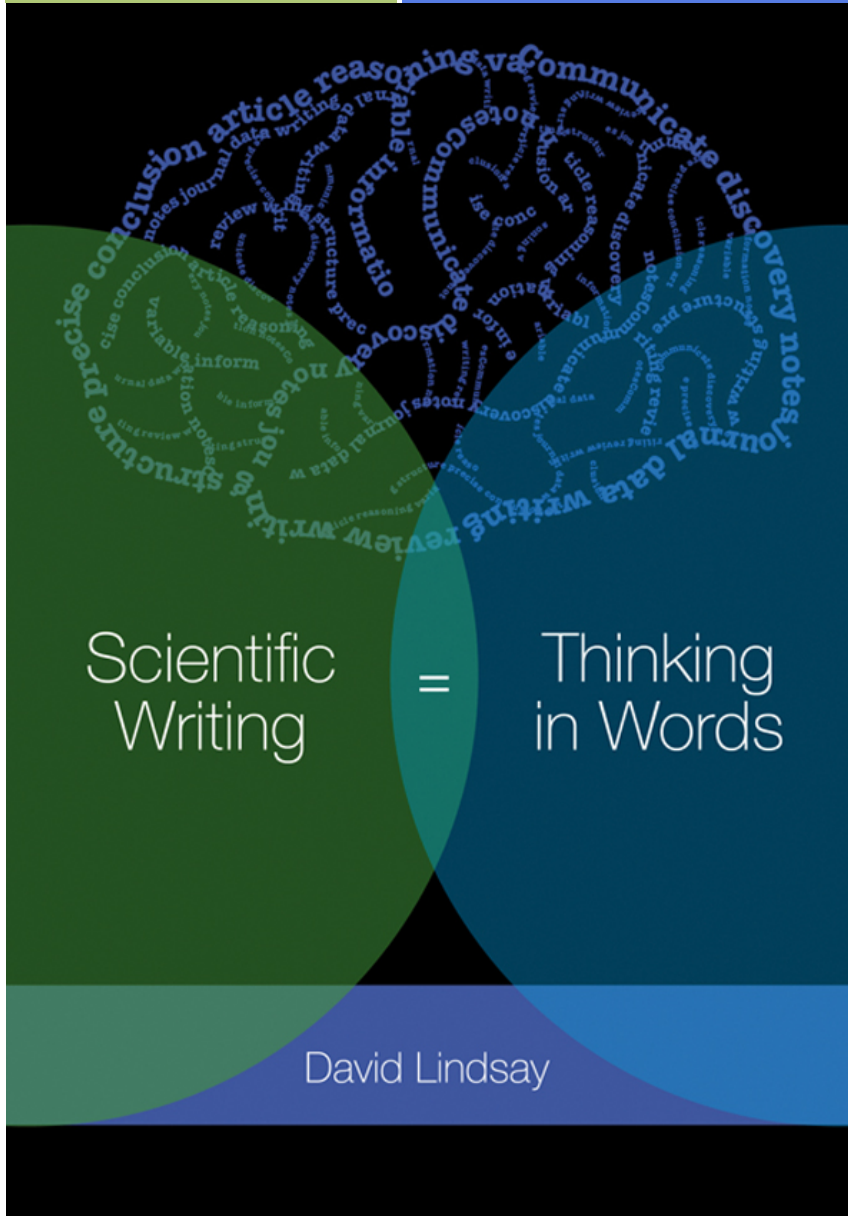
Members' roundup

November's networking meeting



Science & technical

Editing



Scientific Writing = Thinking in Words

David Lindsay

Speaker

David Lindsay

Professor Lindsay travels the world teaching researchers about scientific communication.

'Editing scientific writing'

Date:
Tuesday 15 November

Venue: Tom Dadour Community Centre
363 Bagot Road Subiaco

Time: 7.30 pm to 9 pm

RSVP:
barney9277@optusnet.com.au

Cost: \$10 non-members;
\$5 members

Visitors welcome

Join now!

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Conference update

6th IPEd National Editors Conference

We are excited!

We have put out the call for papers. If you want to speak at the conference, let us know. Details on what we are looking for and how to submit your abstract/idea can be found on the website. The deadline for abstracts is 20 March 2012 so you have time to think about what you want to talk about over the Christmas break. We will notify you if your paper/idea has been accepted by 1 July 2012 and your full paper is due by 1 November 2012. We have tried to space it out so that everyone gets to enjoy our holiday breaks.

We have confirmed our first keynote speaker for the conference. All the details of who they are can be found in our next conference newsletter which should land in your email inboxes sometime in the middle of November.

We have started the call for sponsors as you may already be aware. We would also like to state that we are accepting amounts other than those stated on the brochure and website, so if you would like to sponsor us and what we have got set up doesn't suit you, let us know. Your logo will

be placed on the website and in the conference newsletter that goes out to all potential attendees and speakers.

Spread the word via Twitter by using the hashtag **#ipedcon2013**, or telling everyone about the Society's Facebook page. You can even place a link to the conference website in your email signature. If you want to help out in any way or have any questions about presenting, sponsoring or attending, don't hesitate to contact us.

For speakers email Robin Bower at:
<speakers@editorswa.com>.

For sponsors email Robin Barnes at:
<sponsors@editorswa.com>.

For anything else email Marisa Wikramanayake at:
<convenor@editorswa.com>.

Marisa Wikramanayake



Australian Book Review, based in Melbourne, seeks applications for an Editorial Intern to help edit, produce and present Australia's foremost independent literary magazine. This is a perfect opportunity for recent university graduates seeking an entrée into publishing.

This Internship – worth \$20,000 and supported by The Ian Potter Foundation – is one of the few intensive, paid editorial training programs of its kind in Australian publishing. It reflects ABR's long-standing commitment to fostering new editorial talent, and extends the magazine's established volunteer intern program, widely regarded as a 'finishing school' for editing and publishing graduates.

Applications (maximum five pages, including CV) are due by Thursday, 1 December 2011 – to:
<editor@australianbookreview.com.au>.

Please go to <<https://www.australianbookreview.com.au/programs/ian-potter-foundation-internship>> to see the complete position description.

Passive voice

In English grammar passive voice is what people ask me about most. What is it? Why have it? How does it work? It is a huge subject, so in this November issue I am starting with the basics.

Most verbs are in the **active voice**, when the subject of the sentence is the one that performs the action of the verb. But sometimes it is the object – the one that the verb is happening to – that becomes the grammatical subject of the sentence. That is called the **passive voice** because this new subject is now the one being ‘done to’, or performed upon, instead of the one carrying out the action. In English, unlike some other languages, the grammatical subject usually goes somewhere in front of the verb. The subject of the active form then often becomes the agent in the passive form. Here is a simple example where the same statement appears first in the active, then in the passive.

Active:	<i>John</i>	<i>kicks</i>	<i>the ball.</i>
	subject	verb	object
Passive:	<i>The ball</i>	<i>is kicked</i>	<i>(by John).</i>
	(grammatical) subject	verb	agent

The object of the first sentence has become the subject of the second. Now ‘-ed’ has been added to ‘kick’, but note the ‘is’. This use of some form of the verb ‘to be’ is another indication of passive voice. David Crystal tells us how there was some confusion around ‘have’ and ‘be’ as auxiliary (or assisting) verbs in Middle English (12th to 15th centuries). The ambiguity later gave way to a clearer distinction of their roles; ‘have’ was used increasingly for the perfect tense (*John has kicked the ball*) and ‘be’ for the passive voice in all its tenses (*The ball is / was / has been kicked*).

The formation of the passive voice centres on another aspect of English: **transitivity**. The passive cannot be formed from just any active sentence; there has to be an object in the first place. ‘John walks hurriedly’

cannot be made passive. (The sentence has an adverb telling us how he walked, but no direct object.) There are verbs that are always able to take an object, even if they don’t always do so.

Peter eats greedily.

This cannot become passive, but you could add an object if you wanted to:

Peter eats the steak greedily.

Now this can be turned into the passive:

The steak is eaten greedily (by Peter).

Verbs like ‘to eat’ that *can* take an object (steak, meal, apple, etc.) are called **transitive** verbs.

Then there are verbs that never do take objects anyway, and so would never be able to be put into a passive form under any circumstances – well, at least not until someone comes along with a new use for that word. Think of ‘die’ or ‘fall’. You can ‘kill’ someone or something but you cannot ‘die’ someone or something. You can ‘die’ from a wound, but then the wound is introduced by a preposition (‘from’) and is not the direct object of the verb ‘die’. You can ‘fall’ off the cliff top, ‘fall’ over, or ‘fall’ down a rabbit hole, but you cannot ‘fall’ people or things, although you may be able to ‘topple’ them. Verbs like ‘die’ and ‘fall’ that do not take objects are called **intransitive** verbs.

There are also verbs (like ‘topple’) that can be transitive or intransitive depending on their meaning and function. Let’s take another look at the verb ‘to walk’. We usually think of this verb as intransitive (no object):

John walks hurriedly.

She walks to the beach every day.

However, there are transitive forms.

Sandra walks her dog every day.

Mary walked Peter through the program.

More recently we have begun to use expressions like ‘walk the talk’.

And then there's 'run':

He runs as fast as he is able.

The trains in France generally run on time.

All these uses of 'run' are intransitive, but we could also say:

Dave ran the program like a dream.

He managed or was in charge of it – the more common meaning when the verb is used transitively (with an object).

No longer do the transitive forms of these verbs 'walk' and 'run' refer to the subjects going about on their own legs.

Now this reminds me of a friend's poem about a centipede who broke a leg while playing cricket. The doctor tried to put all his legs in traction so as to send him a higher bill, but the centipede would have none of it and, when the doctor insisted, had to attempt an escape. Ah well, these things happen ...

Teasers:

- 'Happen': why can't this verb be transitive?
- If 'die' is an intransitive verb, what do you make of sentences like 'He died a horrible death' or 'I died a thousand deaths'?
- If the centipede were telling his own story, why might he prefer to say 'My leg was broken playing cricket' (passive voice) rather than 'I broke my leg playing cricket' (active voice)?
- Have a go at sorting out active and passive verbs in my explanations here in this text.

Further discussions of more complex aspects of the passive voice (tense, agency, exceptions, Microsoft Word grammar check) will appear in future issues.

Michèle Drouart, AE

WANTED

The positions of **President** and **Treasurer** for Society of Editors (WA) Inc. will become vacant at the Annual General Meeting in March 2012.

Robin Bower (current President) and Ursula Shaw (current Treasurer) will be standing down from these positions.

We need to find members who are willing to take on these interesting and challenging roles. Can you fill one of these positions?

If you are even only slightly interested, please contact Robin Bower at <robinb@westnet.com.au>. She will send you the position description and provide more information on the role.

Volunteer this year - it's fun!

DON'T FORGET TO RENEW YOUR MEMBERSHIP! FEES ARE DUE 28 FEBRUARY 2012.

<<http://editorswa.com/members/how-to-join/>>

Style Council program

Immediately following the New Horizons 5th National Editors Conference in Sydney was the Style Council's one-day program, which included sessions on the *Style manual*; the future of communication for editors (and others); plain English; and the televised panel discussion, 'Are the mass media the clearing houses of usage?' We won't list all the speakers and topics in full, as that information, and more, is available on the Style Council's [program](#). Instead, let's list some of the highlights from what I found to be an interesting and informative day.

The first session discussed the bible of our industry: the *Style manual*. The panellists – who were much of the team who created the previous edition under the AGPS's aegis – discussed its history since the 1960s and how an updated edition will soon be needed. As the AGPS no longer exists, who in the Australian Government now 'owns' the *Style manual*? We might not see a revised edition in a hurry as no department wants to take on the responsibility of producing it.

Here is something interesting: did you know that more than a decade ago the current edition of the *Style manual* was designed to allow an easy conversion to an interactive and online version? Next time you pick up your copy, look at the menus and chapter openings and imagine them as clickable online links. Sadly, budget constraints ended this forward-thinking plan.

An argument in favour of plain English (and the piece of information that has buzzed about my head the most since that day) was raised by Judith Knighton in the second session of the day: although general literacy is increasing worldwide, in Australia only about half of the population are prose literate, i.e. able to extract information from long texts written in prose. Measuring literacy levels is not just about identifying people who can read and those who cannot. Literacy is measured in five levels that range from the ability to read a short, simple text, such as a road sign, to the ability to read and understand the meaning in a longer text, such as a letter. If you work with an organisation that needs to communicate to large numbers, remember that almost half the

people do not have the literacy skills needed to read, understand and draw inferences from prose. I found these facts eye-opening. The ABS's study of literacy can be read [online](#).

Also in the second session was Jennifer Blunden's presentation about punctuation, which revealed that even when punctuation is only poorly understood, it affects readers' comprehension and their opinions of writers. Are they pompous or friendly? Is their writing formal or uninformed? This was followed by William Laing's fascinating and hilarious examples of what can go wrong with survey questionnaires when no one checks and edits them carefully.

The third session focussed on one of my favourite topics plain English – how to fix poor English and why such awful language happens at all. Is there a school for writing badly? No, but university word counts, personal insecurity and professional mystique, among other things, all play a part. Writers focus on themselves at the expense of readers. Earlier in the day, Judith Knighton had quoted Ray Bradbury: "You don't have to burn books to destroy a culture. Just get people to stop reading them." One way to stop people reading is to turn them off by writing in gobbledegook.

In this session, Susan McKerihan offered advice that would be helpful when time is short and rewriting is necessary but not feasible: fix the structure first. That way, readers can at least find information quickly even if they then have to spend time decoding the language. If nothing else, they will start decoding the right section. Then, if you can, include a true executive summary and put the main message at the start of each chapter or section. Howard Warner took a different approach and argued why starting with clear sentences is crucial to plain English. I have had fun reading the clearly written and award-winning *Handling cattle safely: no-bull tips to keep you out of trouble* mentioned by Howard.

I never would have believed that a government body could write something so readable! Yes, it has a typo or two, but nothing that would upset understanding. It

uses a clear structure and plain language, and nothing obscures the message. (For a contrasting example of a similar handbook that shows what NOT to do, go to this local [document](#).)

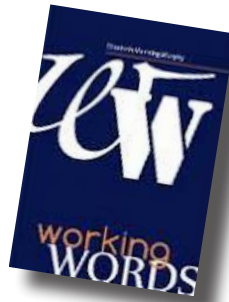
The day finished with the three-way debate about which mass media has the greatest influence on language: newspapers, television or digital technology (such as mobile phones and the Internet). I found the discussion very entertaining and suggest you catch it online through [ABC Radio's Big Ideas](#)

program. If nothing else, David Astle's very clever use of television catchphrases is worth a listen. At the end of the session I desperately wanted to raise a question, but my flapping raised hand was lost in the sea of other people's. So I'll leave my question with you to ponder: why was no panel member representing books?

Carla Morris, AE

Book review

Elizabeth Manning Murphy
Working Words
ISBN: 978-0-646-55991-9
Canberra Society of Editors



Two books were launched at Sydney's New Horizons 5th National Editors Conference: *The Editor's Companion*, a second edition of Janet MacKenzie's fabulous editing reference; and *Working Words*, a new title, written by Elizabeth Manning Murphy and published by the Canberra Society of Editors. As I already had a fairly new copy of Janet's earlier edition – an essential in any editor's library – I limited my purchases to a copy of *Working Words*.

Working Words is a collection of articles or 'chats' based on those written by Elizabeth and published in the Canberra society's newsletter. Elizabeth is a very experienced editor, whose collection of post-nominals on the title page is rather humbling. Her decades of experience are used to cover a wide range of topics: from grammar and style to ethics and dealing with authors. You can read it from cover to cover, or just dip in to it to look up a particular topic; each section stands alone nicely. In all of the articles, her tone is cheerful and friendly, and she tackles the issues that confound editors with clear common sense.

My favourite part is the new word she explains: itchypencilitis. Itchypencilitis is what happens to

editors when they see a language peculiarity and just wish they had a pencil at hand to note it down (or fix it). The eight itchypencil sections take a light-hearted look at editing. What is a good collective noun for editors? Why do Norfolk Islanders speak as they do? Why do road signs showing bicycles have neither riders nor pedals?

I am thoroughly enjoying the read and recommend it to all. It is a great reference for a new editor and an interesting refresher for experienced editors. I've just learned that 'mice' is the plural for the furry critters that cats chase and 'mouses' is the plural for the computer gadgets. Goodness!

Copies of *Working Words* can be purchased directly from the Canberra Society of Editors through their website: <<http://www.editorscanberra.org/working-words/>>. Both editions of Janet MacKenzie's *The Editor's Companion* are available from Boffins and other good booksellers.

Carla Morris, AE



IPEd notes

News from the Institute of Professional Editors Limited

The IPEd Council met twice during the period covered by these notes, on 7 September and 9 October. The meeting on 7 September was held in Sydney just before the 5th national conference, and was the first time that councillors had met face-to-face since the previous national conference in Adelaide in 2009. The October meeting was by teleconference.

Setting priorities

At the face-to-face meeting in Sydney, councillors took the opportunity to focus on planning for the next year or so. They resolved that the highest priority activity for the immediate future should be the revision of the Australian Standards for Editing Practice (ASEP). Kerry Davies AE, freelance editor and president of the Society of Editors (Queensland), offered to facilitate the process and the plan she subsequently put to council was accepted. The work began during October with society presidents, IPEd councillors and Accreditation Board delegates receiving a background paper and supporting documentation to allow them to convene meetings of their members sometime over the next few months to discuss the revision and convey their views to the facilitator. Keep an eye out for the time of your society's meeting so that you can contribute to this crucial activity. IPEd aims to have the revised standards published by the end of June 2012.

Two other activities were accorded high priority by council: updating and elaboration of IPEd's professional development (PD) register; and ongoing promotion of, and advocacy for, the profession. The PD register is a list of society workshops and courses, run recently or forthcoming, which forms, in effect, a training database with the potential, with IPEd support, to be drawn on by all the societies. If the members of a particular society want to host a training activity that has been

successfully conducted in another society, IPEd will, the presenter being able and willing, and other circumstances permitting, provide material support for that to happen.

2011 national conference

The biggest event during the past two months was the national conference, the fifth such, held in Sydney on 7–9 September. The national conferences are held under the aegis of IPEd, and organised and hosted by the local society, in this case the Society of Editors (NSW). There were just over 300 participants in the conference, some 250 of whom were members of one of the seven Australian societies of editors, all of which were represented. They enjoyed an interesting program framed around the theme 'New horizons for editing and publishing'. Six full-day workshops that supplemented the conference program were well attended, with those on 'Writing for the web' and 'Running a freelance business' being particularly popular.

IPEd made two presentations at the conference: one general, on developments since the last national assembly; the other by the Accreditation Board, on the results of its survey of preferences for the future form of the accreditation exam. Two papers were prepared and provided in the documentation provided to registrants: a special issue of IPEd Notes, covering events over the past two years, and a report of the 2011 national survey of editors conducted by IPEd. Both papers can be read on the IPEd website.

IPEd's 2011 AGM was also held during the conference and, despite an early start, was well attended. The attendance included members of all seven Australian societies of editors.

For an informative and entertaining account of many of the presentations at the national conference, go to Jennifer Beale's article in the September issue of *Offpress*, the newsletter of the Society of Editors

(Queensland) at <editorsqld.com> or via the IPEd website. There are also conference reports in the October and November issues of Blue Pencil, the NSW society's newsletter.

Overseas liaison

We are grateful to Elizabeth Murphy, a member of the Canberra Society of Editors and an IPEd Distinguished Editor (DE), for making a presentation on behalf of the institute at the 22nd Annual Conference of the UK Society for Editors and Proofreaders (SfEP), held in Oxford on 27 September. In her presentation, Elizabeth covered the organisation of IPEd and how it differs from that of SfEP; accreditation and the accreditation exam; recent and current IPEd projects, including revision of the guidelines for editing research theses and ASEP; and ongoing promotion and advocacy. We hope that Elizabeth's presentation will help strengthen links between IPEd and SfEP to further matters of common interest. Elizabeth reports on the conference in the November issue of The Canberra editor, available at <editorscanberra.org/November2011/>.

New Honorary Treasurer

The IPEd Council is pleased to announce the appointment of Josephine (Jo) Smith AE, Councillor for WA, as its new Honorary Treasurer. Jo brings extensive experience in accountancy and auditing

to the position. She replaces Ted Briggs, who retired from the position at the 2011 annual general meeting, after two years of sterling service.

Barbara Ramsden Award

At its October meeting, council agreed to continue its sponsorship and judging of the Barbara Ramsden Award for excellence in editing, one of the national literary awards organised by the Fellowship of Australian Writers (FAW), Victoria. FAW describes the award:

A major literary award for a book of fiction or non-fiction. The sponsors provide two specially-cast bronze plaques valued at \$500, designed by renowned sculptor and medallionist, Michael Meszaros. These are presented to the author and editor to recognise the combined effort of both parties to produce a quality product. The design is of the Origin of Art, showing the creator at work, and a figure representing the forces that ensure its effective communication. All entries must include two copies of the book and a commentary from the author or publisher (of no more than 100 words) on how they felt the editor contributed to the final result.

Ed Highley

Secretary

<[ipedsecretary\[at\]gmail.com](mailto:ipedsecretary[at]gmail.com)>

IPEd report

At the last teleconference held on Sunday 9 October, I was nominated as the new Honorary Treasurer following the resignation of Ted Briggs. What have I let myself in for! I certainly look forward to the challenge.

The main challenge for IPEd at the moment is the revision of ASEP. These standards are now over ten years old and the aim is to revise these in the new year in time for the next accreditation exam,

planned to be held in August 2012. The Societies of Editors nationwide have been asked to hold workshops for those members interested in this, so look out for details of the WA workshop in the new year!

For more information on any IPEd matter, please contact me on <josmith@wordsmithwa.com.au>.

Josephine Smith, IPEd Councillor

Spotlight on the editor



I've been editing for the last 18 years, and began my working life proofreading a local newspaper. I then spent several years in UWA's publications unit, working on a variety of the university's marketing and publicity material. This is where I did my editing 'apprenticeship', under the guidance of a very skilled and meticulous senior editor.

My interest in fiction editing grew from my love of writing and reading, and I completed a master's degree in creative writing at UWA in the late 90s, where I also met Georgia Richter. About six years ago Georgia and I teamed up to launch ProofEd Editing

Services, a freelance editing business we ran together over our kitchen tables and in between looking after our respective kids. ProofEd still exists, though Georgia has gone on to become fiction and poetry publisher at Fremantle Press. I now focus on fiction editing and proofreading for UWA Publishing, Fremantle Press, and private clients.

Writing has never been far from my mind, and my first book of fiction, 90 packets of instant noodles, came out in 2010. This year I was delighted to see my second book, *Have you seen Ally Queen?*, published. Both books are for young adult readers.

Deb Fitzpatrick

MERRY CHRISTMAS

*It's time to get together and celebrate the year.
Members and partners are invited for dinner.
7 pm Friday, 2 December 2011*

BUDDHA BAR
88 Rokeby Rd, Subiaco

*Enjoy a scrumptious meal with good company.
There'll be a door prize and other entertainment.*

Cost: \$55 pp (for an Indian banquet with vegetarian options)

Check <www.buddhabar.com.au> for full menu

Buy your own drinks on the night.

RSVP: 25 November 2011

Email: barney9277@optusnet.com.au.

Payment can be made to:

Direct deposit details:

Bank ID: Your surname

Account Name: Society of Editors (WA) Inc.

BSB: 806036 Account number: 17594



Answers for Riddle me this in October's Bookworm: 1. Swims 2. Eye 3. Noon 4. SOS

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www.editorswa.com

Society of Editors (WA) Inc.

Say what you mean—hire an editor

Position descriptions: President and Vice President

Office bearers of the Society of Editors (Western Australia) Incorporated are defined in rule 10 (Committee of Management) of the constitution:

- President
- Vice President
- Secretary
- Treasurer
- and at least four others.

They are elected at the Annual General Meeting for a one-year term or coopted under rule 10(5) until the next election. Nominees must be financial members of the Society.

Additional positions which may be appointed by the committee include:

- Institute of Professional Editors (IPEd) Councillor
- IPEd Deputy Councillor
- IPEd Accreditation Board Society Delegate
- IPEd Accreditation Board Society Alternate Delegate
- Membership Officer
- Website Coordinator
- Newsletter Editor
- Newsletter/Yahoogroups Coordinator
- Training Coordinator.

The committee undertakes to further the objects of the Society and to improve the benefits and services offered to its members. The committee draws up an annual program of meetings and events. The committee oversees the Society's communication vehicles which may include newsletter, email group, website/blog, forum, membership directory/database and freelance register.

Personal and contact information of Society members is confidential, including details in the Society's register, database, membership applications and renewal forms. Office bearers may access this information only in order to carry out their duties. Such information may not be disseminated to any other party.

Responsibilities of the President

- Represent the Society and its views.
- Oversee the execution of the rules, regulations and by-laws of the Society.
- Promote the Society as the professional association of editors in Western Australia.
- Chair general meetings and committee meetings, including finalising agendas drafted by the Secretary.
- Ensure that guests and members are welcomed and thanked and that announcements are presented.
- Exercise a casting vote as well as a deliberative vote, in cases of a tied vote.
- Generally fulfil rule 13(3) of the constitution that the Treasurer and one or more other committee members shall sign cheques on behalf of the Society.
- Perform other duties as requested by the committee or imposed by the rules of the Society.

Responsibilities of the Vice President

Carry out the President's duties in the absence of the President.

Position description: Treasurer

Office bearers of the Society of Editors (Western Australia) Incorporated are defined in rule 10 (Committee of Management) of the constitution:

- President
- Vice President
- Secretary
- Treasurer
- and at least four others.

They are elected at the Annual General Meeting for a one-year term or co-opted under rule 10(5) until the next election. Nominees must be financial members of the Society.

Additional positions which may be appointed by the committee include:

- Institute of Professional Editors (IPEd) Councillor
- IPEd Deputy Councillor
- IPEd Accreditation Board Society Delegate
- IPEd Accreditation Board Society Alternate Delegate
- Membership Officer
- Website Coordinator
- Newsletter Editor
- Newsletter/Yahogroups Coordinator
- Training Coordinator.

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Responsibilities of the Treasurer

- Manage the receipt, deposit and payments of all monies of the Society with accurate records of all income and expenditure.
- Comply on behalf of the Society with the following sections of the *Associations Incorporation Act 1987*:
 - section 25, accounting records to be kept
 - section 26, annual accounts to be prepared.
- Present an account of the Society's financial position including periodic payments and term deposits (Treasurer's report) at monthly committee meetings.
- Prepare a draft budget if requested by the committee.
- Open and sort the Society's mail and distribute to other members as necessary.
- Ensure safe custody of all books, documents, records and registers of the Society (other than those held by the Secretary).

- Generally fulfil rule 13(3) of the constitution that the Treasurer and one or more committee members shall sign cheques on behalf of the Society.
- Perform other duties as requested by the committee or imposed by the rules of the Society.

Procedures

Managing income

- Collect mail weekly during the membership renewal period (February to May) and in the lead-up to training workshops. From June to January, collect twice a month, one visit being just before the committee meeting.
- Collect, record and deposit payments (by post or electronic means) for membership and registration fees for Society workshops.
- Write receipts for all income (cheques, money orders, cash, EFTs) and post or hand-deliver. Follow up workshop receipts with email confirmation to registrants. Membership receipts should state membership for the current year. All receipts must be stamped with the Society's Common Seal and ABN.
- Deposit monies received in time to be included in the monthly Treasurer's report to the committee. If possible deposit within two days of receipt. Record transaction on the Excel accounts spreadsheet.
- Ensure that the cover charge (\$2 members; \$5 non-members; no charge at AGM) is collected at the start of each networking meeting (for tea/coffee, biscuits) and recorded in receipts.

Managing payments

- Pay invoices by cheque (not with petty cash) upon approval by the committee. Cheques must have 'or bearer' crossed out and 'not negotiable' added (or two diagonal lines). Any three of the five signatories to the account must sign.
- Reimbursement to committee members shall be by cheque upon expenditure approval by the committee and presentation of a receipt. Annotate invoice and receipt with date of payment and cheque number, and file. Record all payments on Excel accounts spreadsheet.
- Manage handover of the Society's financial records, membership database and chequebook to incoming Treasurer as soon as possible after the March AGM.
- For over-the-counter deposits, fill out a deposit form or deposit by mail with a letter to Unicredit detailing the cheques enclosed (a template is on file).
- The Treasurer should reconcile the quarterly bank statements by checking all entries against the Excel accounts spreadsheet. Record bank charges and interest payments on the accounts spreadsheet, which must also show a reconciliation statement for the quarter. File these statements with the spreadsheet for the quarter.

Memberships

- Issue membership renewal notices by 1 February. Renewals are due by 28 February and may be accepted up to 31 May.
- When issuing receipts, update member details on the current Excel membership spreadsheet including receipt number.
- Record details of new members and inform the Membership Officer, Website Coordinator, Newsletter/Yahogroups Coordinator and Newsletter Editor (name and suburb only). Also advise these officers of lapsed members.

Year end and AGM

- Contact the auditor in December to arrange the audit. Ensure audited financial statements are ready for presentation at the AGM in March.
- Bank all income by 31 January and bring accounts spreadsheet up to that date. Check against the deposit book, cheque book and bank statements to make sure that all the details are correct and prepare a bank reconciliation.

- Present the finalised accounts and the minutes book to the auditor as soon as possible after the year end. Collect the minutes book from the Secretary (at January meeting or other appropriate time) and return it to the Secretary at the AGM or April committee meeting.
- Prepare Treasurer's report to present with the bank reconciliation at the AGM (also reproduced in Bookworm). See the previous year's Treasurer's report for an example of how to present the figures.
- Audited financial statements should be signed by the President and the Treasurer before or at the AGM. About 30 photocopies of the signed financial statements are needed to distribute at the AGM. The Secretary will file the signed financial statements in the minutes book and the Treasurer will keep a copy.
- Update signatories on the Society's Unicredit account as soon as possible after the AGM. Each new signatory must present one hundred points of identification to Unicredit. Unicredit requires a completed 'Change of signatory' form and a copy of the Society's April minutes that approves new signatories. Five signatories are required.
- Advise Unicredit of any name or email address changes for the incoming Treasurer, and an alternative address, if preferred, to the Society's post office box.
- Change mail collection authority using the 'Standing order to deliver/Signature on delivery mail' form (from Australia Post). Name two PO Box key holders (the Treasurer and one other member) and submit with the signed authorisation of the President to Subiaco Post Office.

Australian Taxation Office requirements

At the end of June each year the Treasurer must complete an ATO income tax self-assessment worksheet (Nat 7967, 3 2007 pdf). The worksheet is available on the ATO website ([www.ato.gov.au>non-profit> Resources & Services – guides > Income tax. *Income Tax Guide for Non-Profit Organisation*, pp. 84-87](http://www.ato.gov.au/non-profit/Resources%20&%20Services%20-%20guides/Income%20tax/Income%20Tax%20Guide%20for%20Non-Profit%20Organisation)).

A reference hard copy of the ATO's income tax self-assessment worksheet and the Excel spreadsheet are in the Treasurer's account file.

To complete the ATO worksheet, the Treasurer uses accounts from July to June, that is, figures from the second half of a financial year and the first half of the following financial year.

The Society's Excel accounts workbook contains a draft spreadsheet template for future assessments. The Treasurer copies this template into the Excel workbook for the new financial year (ATO) and fills it out.

If profit from non-members and bank interest does not exceed the threshold set by the ATO (2010=\$416) in the July to June year, no income tax return is required. If the Society makes a profit (greater than the threshold) from outside the membership, including bank interest, the Treasurer is required to complete a company income tax return and pay the specified amount to the ATO. For further information or advice, contact the ATO or the accountant conducting the Society's audits.

The completed self-assessment worksheet is not to be sent to the ATO, but filed in the Society's current year's accounts file. It may be requested by the ATO in random checks on possible income tax obligations for income from non-membership activities.

For further advice, contact the accountant conducting the Society's audits.