

## 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.