

Position descriptions: Institute of Professional Editors (IPEd) Accreditation Board Delegate and IPEd Accreditation Board Alternate

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 Councillor Alternate
- IPEd Accreditation Board Delegate
- IPEd Accreditation Board 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 IPEd Accreditation Board Delegate

The Society authorises its Accreditation Board Delegate to participate in the IPEd Accreditation Board and to carry out the following responsibilities, based on Guideline 1 of the Accreditation Board's *Procedures Manual*.

- Contribute the views and concerns of the Society and its members to the IPEd deliberations on accreditation, including Accreditation Board meetings and teleconferences.
- Report on developments in accreditation to the committee.
- Promote discussion of Accreditation Board reports and issues by members of the Society.
- Organise or help organise meetings related to accreditation.

Responsibilities of IPEd Accreditation Board Alternate Delegate

- Contribute the views and concerns of the Society at any official accreditation meeting or other national discussion when the AB Delegate is unable to participate.
- Accompany the AB Delegate to national accreditation-related activities, if approved by the committee.
- Receive all documentation circulated to the AB Delegate.
- Receive a full briefing from the AB Delegate when required to represent the Society in place of the AB Delegate.
- Assist the AB Delegate to organise Society activities associated with accreditation.

Eligibility

Only Distinguished Editors and Accredited Editors are eligible for appointment as IPEd Accreditation Board Delegate and Alternate.

Costs

IPEd funds the travel and accommodation costs of the IPEd Accreditation Board Delegate when attending official face-to-face meetings except those held at national conferences. If the IPEd Accreditation Board Alternate Delegate is endorsed by the Society to represent the Society in place of the AB Delegate, IPEd funds their travel and accommodation costs. If the Society wishes the Alternate to accompany the Delegate, the Society can agree to fund part or all of the Alternate's costs.