

## Position description: Newsletter Editor

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.

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 Newsletter Editor*

- Produce the Society's newsletter in a manner that supports the objects of the Society and in accordance with scheduled deadlines for copy, proofreading and distribution.
- Maintain a close working relationship with committee members and the newsletter production team, the proofreader and the newsletter coordinator.
- Seek member feedback regularly on layout, content and future newsletter directions.
- Report regularly to the committee on issues to do with the newsletter.

### *Procedures*

#### **Timeline**

- Deadline for copy is Tuesday two weeks prior to next meeting.
- Send completed newsletter to proofreader by Friday two weeks prior to next meeting.
- Incorporate changes as appropriate; save final version as a PDF file.
- Forward PDF to Newsletter/Yahogroups Coordinator one week before monthly meeting.

**Gather information for publication**

- Prepare news items, spotlight feature and reviews of relevant articles of interest.
- Invite members to write on specific topics.
- Send reminders to regular contributors, for example, President's message, information regarding next meeting, report of previous month's meeting, IPEd notes.

**Prepare newsletter**

- Edit content to fit the newsletter template and to comply with the Style Manual.
- Establish guidelines re length for specific articles, for example, President's message; Spotlight; report on previous meeting.
- Before each meeting, find a volunteer to report on the meeting in the next issue of the newsletter.
- Support the Website Coordinator in keeping Bookworm website files up to date.