

Position descriptions: Institute of Professional Editors (IPEd) Councillor and IPEd Deputy Councillor

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/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 IPEd Councillor

The Society authorises its IPEd Councillor and Alternate to participate in the IPEd Council as outlined in the IPEd constitution (clause 3 Objects; clause 12.2 Councillors' duty):

- Work towards the development of the editing profession in Australia through the IPEd Council.
- Participate in the management of IPEd's business and affairs while acting in the best interests of IPEd as a whole and not in the interests of any particular Member or group of Members.
- Contribute the views and concerns of the Society and its members to the deliberations of the IPEd Council.
- Oversee the Society's obligations under the IPEd constitution.
- Regularly report to the committee on all matters of significance and interest for discussion and decision, including:

- i) proposals to expend Society funds to further the objects of the Society
- ii) any action that may limit the Society's autonomy to make decisions relating to its own affairs
- iii) the future direction of IPEd.

Responsibilities of the IPEd Councillor Alternate

The Alternate will carry out the duties of the IPEd Councillor should the IPEd Councillor be unable to fulfil their role.

Costs

IPEd funds the travel and accommodation costs of the IPEd Councillor when attending official face-to-face meetings of the IPEd Council and the meetings of its committees except those held at national conferences. If the Alternate (or other committee member) is endorsed by the Society to represent the Society in place of its elected IPEd Councillor, IPEd funds travel and accommodation costs. If the Society wishes its Alternate or other committee member to accompany the Councillor, the Society may agree to fund their costs in part or in full.