

ANZSI Newsletter Editor: Position Description (38/080)

Role

1. To be responsible for the timely production and distribution of the ANZSI Newsletter.
2. In consultation with the ANZSI Council, be responsible for the content of the Newsletter, and for the collection, choice, and editing of copy.
3. To provide a mixture of official and professional items in the Newsletter.

Duties

(These duties are to be read in conjunction with the procedural guidelines below)

1. To gather information of interest to members, and publish it in the Newsletter.
2. To liaise with the Council, via the Newsletter Coordinator, on forthcoming content, planning, the production schedule, correspondence and feedback received, and any other matters requiring executive consideration or decision. Currently the ANZSI Vice President holds the role of Newsletter Coordinator, but this can be delegated as needed.
3. To advise the ANZSI Council on matters pertaining to the ANZSI Newsletter.
4. To manage and publish the Newsletter as per the Newsletter Editor procedural guidelines.

Newsletter Editor procedural guidelines

Editor's Powers and Responsibilities

- a. The Editor has the power to reject, cut or edit material submitted for publication, at the Editor's discretion, except for material which the ANZSI Council requires to be published.
- b. The Editor will bear in mind legal issues such as copyright and libel when accepting and editing submissions for the Newsletter. The Editor will consult with the ANZSI Council through the Newsletter Coordinator if and when such issues arise.
- c. The Editor will respect the privacy of members, by not publishing the full addresses or contact details of individual members without their permission.
- d. The Editor will inform and consult with the Newsletter Coordinator about material falling into any of the categories (a) to (c) above, especially those requiring urgent determination.
- e. While the main role of the Editor is to facilitate the publication of others' contributions, the Editor may write articles or make other personal contributions which fall within these guidelines, and may make editorial comments upon other items published. Any such articles, contributions or comments shall be clearly attributed to the Editor, either by name, by initials, or by the use of (Ed.).

Content of the Newsletter

The Editor is responsible for the content of the Newsletter, and for the collection and choice of copy, within the following guidelines:

- a. The Editor will set and advertise closing dates for copy for each issue to a schedule developed in advance with ANZSI Council.

- b. The Editor will send a reminder email to designated ANZSI Council and Branch contact people a week or so before the deadline. They will also receive, assess and respond to unsolicited submissions from ANZSI committees, individual members and non-members.
- c. The Editor will track expected and received submissions, edits, and so on, to ensure that submissions are published in a timely manner.
- d. The Editor will consult with the Newsletter Coordinator about the proposed contents of each newsletter, shortly after the submission deadline.
- e. Items available will normally be given the following priorities for publication:
 - i. Items required by the ANZSI Council to be published (this may include formal notices of AGM, elections, financial statements etc.)
 - ii. Notices of Society activities and meetings scheduled for the near future
 - iii. Notices of non-Society activities of interest to members, and scheduled for the near future
 - iv. Reports of activities of the Society and its Branches, including accounts of meetings and courses, and the text of addresses
 - v. Advance notices of Society activities scheduled some time ahead
 - vi. Contributions from members, including articles and letters
 - vii. Other material of interest to members
 - viii. Contact and publishing details.

Format and Style

- a. The Editor is responsible for the format and style of the Newsletter, within any guidelines provided by the ANZSI Council.
- b. The Editor is responsible for copy editing and laying out each issue.
- c. The Editor will endeavour in all respects to maintain professional editorial standards, including design, clarity of layout, copy editing, arrangement, and the development and maintenance of a house style, within the constraints of the requirements set by ANZSI Council.
- d. The size and frequency of the Newsletter will be determined by the ANZSI Council, based on considerations of information available.
- e. A new numbered volume will start at the beginning of each calendar year. The colours of the nameplate and headings will also change at the beginning of each calendar year.

Production and Distribution

- a. The Newsletter will be created using a Word template provided to the Editor.
- b. The Newsletter will then be proofread for grammar and style, and the content will be checked for accuracy, by the Newsletter Coordinator or other member of the ANZSI Council.

- c. The Newsletter will then be converted to an interactive PDF and other electronic file formats (eg, EPUB) by the Editor or Newsletter Coordinator.
- d. The Newsletter Coordinator or Editor will forward an electronic copy of the Newsletter to the Webmaster in an agreed format.

Advertising

- a. Rates for advertising and insertions are determined by the ANZSI Council.
- b. The Editor has the authority to accept advertising of potential interest to members, and, in doubtful cases, will refer requests for advertising to the Newsletter Coordinator.
- c. The Editor will inform the ANZSI Treasurer of advertisements and insertions appearing in each issue. The ANZSI Treasurer will be responsible for issuing invoices and receipts, when required.
- d. There will be no charge for advertising activities of the Society and its Branches and committees. The ANZSI Council may, at its discretion, waive advertising charges for activities of related non-profit organisations.

Finance and term of service

- a. The Newsletter Editor position is a voluntary position, ideally filled by an ANZSI member. There is the option of payment of an honorarium of an amount to be decided by Council. Any honorarium would be paid after satisfactory completion of one year's service.
- b. The Newsletter Editor position runs until the end of each calendar year, and will be reconsidered and renewed if appropriate each year by the incoming Council.

24 May 2014