



## Editor role description

The Editor is responsible for any publication that TEASIG produces (currently *Testing, Evaluation and Assessment Today*, which appears two to three times each year) and for ensuring that the responsibilities and tasks of the role are covered.

### General responsibilities

The Editor's main task is to ensure that TEASIG produces at least two quality publications for its members each year. This involves:

- commissioning articles, interviews, reports, book reviews etc. for publication
- proofreading and editing in conjunction with authors
- writing an editorial for each publication
- liaising with the TEASIG Coordinator for the '*From the Coordinator*' contribution and for any SIG announcements which should be included in the publication
- typesetting or communicating with the layouter, and final proof-reading
- liaising with IATEFL Head Office regarding mailing of publications to members and contributors.

### An ideal candidate for the position should

- have well-developed editing and writing experience
- have good computer skills and internet access
- have a positive attitude, ability to be flexible, and strong interpersonal skills
- be willing to work as part of a team, and communicate with other members of the committee in a timely manner
- be able to help run and attend the SIG's key events
- be a fully paid up IATEFL TEASIG member, ideally for the past six months.

It is possible for this position to be shared by two Joint Editors and for an Editorial Team to be appointed.

**All IATEFL members can access more detailed information in the *IATEFL SIG Committees Handbook*, which is located in 'Key Documents' under the 'About' tab when logged into their Member Dashboard <https://www.iatefl.org/dashboard>.**