



## Co-editor role description

The Co-editor works together with the TEASIG Editor (see [TEASIG Committee](#)). Between them, they are responsible for any publication that TEASIG produces (including *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 Editors' 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 the Editor as well as other members of the TEASIG Committee in a timely manner,
- be able to help run and attend the SIG's key events, and
- be a fully paid up IATEFL TEASIG member, ideally for the past six months.

**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>.**