



Committee role descriptions

Publications Editor-in-chief

The responsibilities of this role can include any publication which LitSIG produces: newsletters, blogs, books. At the moment, however, LitSIG publications are a twice-yearly *Newsletter* and the annual journal *Bridges*, composed of articles on a literary subject submitted by undergraduate and graduate students. The duties include the commissioning of articles; commissioning of advertising; proofreading and editing in conjunction with authors; production of the 'From the Editor' article for newsletters; liaison with the Coordinator for the 'From the Coordinator' article and for any SIG announcements which should be included in the newsletter. The role also includes typesetting and final proofreading.

Interested parties should:

- be able to produce two quality newsletters every year. Each newsletter should reflect the breadth of membership interest where possible
 - oversee the production of the yearly *Bridges* journal. For the moment Chris Wolf, the outgoing Publications Editor-in-chief, will remain involved in the production of *Bridges*.
 - note that the position requires close communication with the LitSIG coordinator and IATEFL HO
 - be able to make decisions regarding the overall content
 - find advertisers and advise them regarding their requirements and be willing and able to dedicate the time needed to do this
 - find contributions (e.g. articles, book reviews, columns)
 - follow up leads for possible articles
 - remind committee members of submission deadlines
 - compile and edit/proofread the contributions
 - find / select photos, as needed, including cover photo
 - write the editorial for each issue
 - organise the content for each issue and email it to IATEFL HO for mailing to members
 - be involved in the layout of the newsletter
 - do the final proofreading of the newsletter and send the email to members to accompany the newsletter to IATEFL HO
 - send a list of contributors and their regular email addresses to IATEFL HO
 - send billing information of advertisers to IATEFL HO
 - attend committee meetings and stay in contact with the LitSIG Committee
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- An ideal candidate for the position would have:
 - well-developed editing and writing experience
 - good computer skills and internet access
 - strong interpersonal skills
 - the ability to work to deadlines