

SOCIETY OF EDITORS
(VICTORIA) INC
COMMITTEE POSITION DESCRIPTIONS

JUNE 2008

Committee Position Descriptions

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PREFACE

This document provides members of the Society of Editors (Victoria) Inc. and prospective and new committee members with information about the roles of the Society's committee. It describes the make-up of the Society's committee and the roles and responsibilities of committee members.

The roles define the purpose or objective of each committee position, while the responsibilities of the roles outline the functions they are appointed to do.

The position descriptions do not define *how* committee members carry out their functions. That information is contained in the committee's Procedures Manual, which is being developed concurrently with the position descriptions.

This is a living document, which will be updated whenever we make significant changes in the composition, roles or responsibilities of the committee and its members.

Liz Steele
President

PRESIDENT

Role

The President provides leadership to the Society in promoting the profession and the interests of members, and leads the committee in delivering valuable programs and events for members.

Responsibilities

- Represent the Society in relevant forums
- Attend and chair meetings as appropriate, including the monthly committee meeting
- Prepare the agenda and send previous minutes, agenda and any other items for discussion to committee members before each committee meeting
- Jointly authorise the Society's financial dealings, including signing cheques and online transactions
- Support members of the committee in discharging their responsibilities
- Respond to phone and emailed queries from Society members, or coordinate other committee members to do so
- Develop and maintain procedures to discharge the above responsibilities
- Other duties as required.

Selection criteria

The President is elected at the Annual General Meeting and may hold office for no more than two consecutive years.

IMMEDIATE PAST PRESIDENT

Role

Support the work of the President and committee through counsel and advice.

Responsibilities

Support the President and the committee by providing advice based on historical precedent and practices, particularly in the area of policy.

TREASURER

Role

The Treasurer manages the financial affairs of the Society, keeps accurate records and produces regular financial reports for the committee and a report for the membership at the end of the financial year.

Responsibilities

- Ensure that banking is done regularly
- Pay the Society's bills and expenses
- Keep accurate financial records
- Reconcile monthly bank statements
- Attend and report to monthly committee meetings
- Monitor the Society's funds and recommend appropriate investments
- Attend and report to the Annual General Meeting
- Provide information to a tax accountant for annual income tax returns
- Develop and maintain procedures to discharge the above responsibilities
- Other duties as required.

MEETINGS ORGANISER

Role

The Meetings Organiser arranges regular (usually monthly) dinner meetings for members and others interested in hearing about diverse aspects of the editing profession and publishing in general. Meetings also have a social aspect, with attendees benefiting from regular contact with peers.

Responsibilities

- Identify a range of relevant topics for talks, discussion, or panels
- Identify appropriate speakers and liaise with them regarding their contribution
- Liaise with the committee regarding appropriate events and speakers
- Book the venue and caterer and liaise with both to organise the event
- Advertise meetings in appropriate media in order to maximise attendance
- Liaise with the Bookings Officer and Treasurer, and after the meetings, follow-up and report non-attendees
- Keep a record of costs and expenses for food and drinks and other associated costs
- Delegate someone to write a meeting report for the *Newsletter*
- Attend committee meetings
- Develop and maintain procedures to discharge the above responsibilities
- Attend and report to the Annual General Meeting
- Other duties as required.

PUBLIC OFFICER

Role

As an incorporated association, the Society is required to have a Public Officer. The Public Officer is the association's main point of contact with Consumer Affairs Victoria (CAV) and has well-defined statutory responsibilities.

Responsibilities

The responsibilities of the Public Officer are defined clearly and in detail on the CAV website. CAV's URLs are very long and complicated, but the details of the Public Officer's responsibilities can be found at <www.consumer.vic.gov.au>, then choose **Associations Clubs & Fundraising** in the menu at the left, then **FAQs – Incorporated Associations** under **Forms and Resources**.

The main responsibilities in the normal course of events are:

- lodge an annual statement with CAV
- apply to CAV for approval of changes to the Society's statement of purpose or rules
- notify CAV of any change in the Society's address
- attend and report to the Annual General Meeting, as required.

Selection criteria

A Public Officer must be at least 18 years old and must reside in the state of Victoria (*Associations Incorporation Act 1981* (Vic), s 25(2)). A Public Officer may hold any other office on the Committee (s 26). The position does not involve much work over the course of the year.

The Public Officer's office becomes vacant if he or she dies, resigns in writing addressed to the Committee, is removed from office, becomes bankrupt, becomes mentally ill, or moves out of the state of Victoria (s 27). If the office becomes vacant, a new Public Officer must be appointed or elected within 14 days (s 25(1)).

FREELANCE AFFAIRS OFFICER

Role

The Freelance Affairs Officer is responsible for services provided to freelance members of the Society. A major responsibility is producing the *Freelance Register*, which lists the contact details and editing services offered by full members of the Society.

Responsibilities

- Produce the Society of Editors *Freelance Register*
- Develop a production schedule for the *Freelance Register* and make arrangements for it to be edited, typeset, proofread, printed and mailed
- Advertise the updating of the *Register* via the e-list, *Newsletter* and website
- Record *Register* entries on a spreadsheet, send each entrant a receipt of payment (by email, in PDF format) and arrange for payments to be banked
- Arrange for members to update their contact details on the online version of the *Register* at chosen occasions during the year
- Respond to phone and email queries from Society members
- If necessary, act as a referral service for more specific queries about taxation, insurance, contracts and legal problems
- Organise lunches for freelancers
- Attend committee meetings
- Develop and maintain procedures to discharge the above responsibilities
- Attend and report to the Annual General Meeting
- Other duties as required.

MEAA LIAISON OFFICER

Role

The MEAA Liaison Officer provides a link between the Society and the Media, Arts and Entertainment Alliance ('the Alliance'), the union that covers people working in publishing and journalism.

Responsibilities

- Provide information on industrial issues, rates and conditions for in-house and freelance editors
- Provide news about collective agreements at relevant workplaces and developments in labour law
- Provide information about the various ways people may be employed in a workplace (for example, by collective agreements or individual contracts of employment)
- Answer questions about terms of employment and/or consult the Alliance for assistance with these questions
- Refer Society members to the Alliance
- Provide clear information to Society members about the role of the Alliance, making it clear that while Society members can be referred to the Alliance, only members of the Alliance can be helped through formal union channels
- Attend and report to the Annual General Meeting.

Selection criteria

The MEAA Liaison Officer ideally should be an active member of the Alliance with access to information about the various matters listed above.

MEMBERSHIP SECRETARY

Role

The Membership Secretary maintains the membership database, is responsible for the processing of new membership applications and renewal of existing memberships, and responds to inquiries from current and potential members.

Responsibilities

- Collect mail from the post office box
- Deal with membership inquiries, review and make recommendations to the committee about membership applications
- Deal with membership renewals
- Maintain the membership database with new memberships, renewals and other changes to member details or status
- Collect, record and arrange the banking of cheques, money orders and other forms of payment for memberships
- Print labels for membership mail outs as required
- Respond to requests for member information from other committee members
- Use e-list newsletters to send job advertisements, training notices and other information to members
- Make alterations as necessary to the membership form before the new financial year
- Attend committee meetings
- Develop and maintain procedures to discharge the above responsibilities
- Attend and report to the Annual General Meeting
- Other duties as required.

NEWSLETTER EDITOR

Role

The Editor of the Society of Editors (Vic.) *Newsletter* is responsible for the production of the monthly *Newsletter*, which keeps members informed about the activities of the Society and the publishing industry at large. The *Newsletter* varies in length, but is usually between 8–12 pages.

Responsibilities

- Prepare and maintain the production schedule
- Collate and copyedit (in accordance with the *Newsletter* style sheet) all copy for each issue in preparation for design layout
- Manage correspondence with the designer and proofreader for each issue
- Manage all correspondence regarding articles and ads for the newsletter
- Develop and maintain style sheets and other materials related to the production of the newsletter
- Attend committee meetings
- Develop and maintain procedures to discharge the above responsibilities
- Attend and report to the Annual General Meeting
- Other duties as required.

WEBSITE MANAGER

Role

The Website Manager manages the development and maintenance of the Society's website.

Responsibilities

- Identify the need for new or changed content
- Work with the committee to develop and authorise the uploading of new or changed content
- Proofread all copy to be uploaded to the website
- Deal with faults, complaints and feedback about the content of the website
- Develop procedures for managing the website content
- Report to the committee on website matters
- Continuously improve accessibility and usability of the site
- Attend committee meetings
- Develop and maintain procedures to discharge the above responsibilities
- Attend and report to the Annual General Meeting
- Other duties as required.

IPEd DELEGATE

Role

The IPEd Delegate represents the interests of the Society and its members on the Institute of Professional Editors (IPEd) Council.

Responsibilities

- Represent the interests of the Society and its members at IPEd meetings
- Contribute to the development of the editing profession in Australia
- Where necessary, undertake interstate travel and communications for the purposes of representing the society at IPEd meetings
- Report regularly to the committee
- Refer to the committee of the Society such matters for discussion and decision as:
 - spending money on the Society's behalf
 - any action that would limit the Society's freedom of action as an entity
 - future directions.
- Attend committee meetings
- Develop and maintain procedures to discharge the above responsibilities
- Attend and report to the Annual General Meeting
- Other duties as required.

REPRESENTATIVE ON THE IPEd ACCREDITATION BOARD

Role

The Accreditation Board representative contributes to the work of the IPEd Accreditation Board, liaises and promotes understanding between the Society of Editors (Victoria) Inc. and the Accreditation Board.

Responsibilities

- Attend meetings of the committee or otherwise obtain knowledge of the committee's views
- Inform members of the Society about the accreditation process
- Take part in the Accreditation Board's deliberations by email
- Attend meetings of the Accreditation Board, which are usually held by teleconference every few months, and face-to-face meetings once or twice a year
- Undertake tasks on behalf of the Accreditation Board, such as drafting a report to the IPEd Council or arranging a venue and accommodation for an interstate meeting
- Attend committee meetings as necessary
- Develop and maintain procedures to discharge the above responsibilities
- Attend and report to the Annual General Meeting
- Other duties as required.

TRAINING OFFICER

Role

The Training Officer develops, organises and promotes workshops and other training events to meet the needs and requirements of Society members. Training sessions across a range of topics are provided to members approximately every six weeks. These sessions may involve all-day workshops, weekend workshops, evening seminars etc. Members are charged a nominal rate to cover the cost of the venue, trainer, catering and any materials.

Responsibilities

- Identify the training needs of Society members
- Identify appropriate trainers and liaise with them regarding training sessions
- Organise and promote training sessions to meet members' defined needs
- Liaise with venue booking staff and caterers in order to provide the most appropriate venue for the training
- Advertise training in appropriate media in order to maximise attendance
- Manage budgets
- Canvass feedback from members regarding the appropriateness and success of training sessions
- Attend committee meetings
- Develop and maintain procedures to discharge the above responsibilities
- Attend and report to the Annual General Meeting
- Other duties as required.