

## Newsletter Editor

The primary responsibility of the role is producing the SIG newsletter twice a year. (We are currently producing on-line versions only, but would like to move back to hard copies when possible.) This involves:

- Finding contributions to the newsletter (e.g. articles, book reviews, features), and collecting them along with the bio-data and a photo from each contributor;
- Compiling and editing/proof-reading the contributions;
- Finding a second proof-reader for each edition (e.g. another member of the SIG);
- Writing the editorial piece for each issue;
- Organizing the content for each issue and emailing it to IATEFL head office;
- Doing the final proof-reading of the newsletter and authorizing it for print;
- Sending a list of contributors and their regular mail address to IATEFL head office;
- Attending online meetings and staying in contact with the sig committee via What's App / email.

In addition, you may also be asked:

- To support other members of the committee with other projects (e.g. events);
- To establish ties with other SIGs or organisations to develop ideas for joint publications;
- To liaise with Head Office and the SIG Co-ordinator to produce the final versions;
- To develop the SIG newsletter to reflect the needs of the SIG membership, as it grows.

An ideal candidate for the position would have:

- Well-developed editing and writing experience;
- Good spelling and grammar skills;
- Good computer skills and internet access;
- Strong interpersonal skills;
- The ability to work to deadlines.