

National Back Exchange

COLUMN EDITOR

Job Description and Procedures

General responsibilities

- To promote the National Back Exchange and its publications.
- Ensure the publication reflects the aims of National Back Exchange and the needs of its members.
- Actively participate in the National Back Exchange conference and other events as required and relevant to members.
- Encourage and enable the membership and appropriate individuals/organisations to produce appropriate materials for publication in the Column.
- Develop and maintain links with members and other appropriate individuals/groups/organisations to further the aims of National Back Exchange and the publication.
- Retain signed letters of agreement for publication from authors, contributors, advertisers and companies/manufacturers of product reviews
- Maintain confidentiality regarding discussions and proposals raised at meetings

Responsibility to the National Executive Committee

- Support and advise the National Executive Committee to ensure they can meet their obligations to the members in relation to the publication.
- Make available to the National Executive Committee minutes of editorial meetings.
- Advise National Executive Committee and its Trustees on the financial aspects and/or implications of publications.
- Prepare draft budget annually and present to National Executive Committee.
- Liaise with National Executive Committee and oversee the expenses of the editorial committee.
- Report to and liaise with National Executive Committee over any concerns relating to equipment, publication or procedures.

- Liaise with the National Executive Committee and ensure there is agreement relating to editorial matters.
- Liaise with Administration Office over label run to dispatch to printer.

Responsibility to the editorial committee

- Attend editorial meetings.
- Inform and liaise with the editorial committee on all editorial matters and aspects of production.
- Ensure editorial teamwork to agreed procedures and attend meetings.
- Inform editorial team of and oversee expenses claim procedure.
- Maintain own knowledge and expertise in publishing and editing.
- Attend courses that assist in enabling the effectiveness of the editors' role.
- Identify training needs of editorial team members.
- Notify National Executive Committee of personal and/or editorial teams training needs.

Production

- Oversee the production of publications and liaise with editorial team on all matters relating to publications.
- Ensure that content, format, standard of literacy, printing and general appearance of the publication are of the highest quality. Keep production within agreed budget.
- Ensure cost effective production and printing of the publication.
- Liaise with printer as appropriate to ensure production of publication to an agreed schedule and budget.
- Ensure and as appropriate prepare marked up copy to deliver to an agreed schedule.
- Provide printer with disc/film to an agreed schedule.
- Acknowledge and collate all incoming copy and ensure that all submissions for editorial are submitted to the agreed procedure prior to acceptance.
- Proof read/oversee proof reading of all copy.

- Ensure proofs are submitted to authors, product manufacturers and other persons requiring proofs.
- Monitor the publication's advertisement content.
- Ensure Appointments Vacant and trade material meet the required standards.
- Ensure equipment provided meets current standards and is properly maintained.