



The Surname Society

JOB DESCRIPTION FOR THE POST OF NEWSLETTER/JOURNAL EDITOR

OVERVIEW

The Newsletter/Journal Editor shall be responsible for commissioning, reviewing, editing and revising submissions for publication in the quarterly publication of The Surname Society (or 'the Society'). The Newsletter/Journal Editor is responsible for the contents, design, layout and production of the publication. This post can be held by one or more people.

POSITION TYPE

This is a non-salaried volunteer position appointed by the Committee. The Newsletter/Journal Editor is elected bi-annually by the Committee at its first meeting following the AGM. The Newsletter/Journal Editor is not required to be a member of the Committee. However, it is advisable that s/he is in order to liaise and keep abreast of news and developments.

REQUIREMENTS

- Must be willing to attend Committee meetings of the Society
- Must be adept with the use of email, the internet and social media networks
- Must demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Must have strong networking capabilities that can be used for the benefit of the Society
- Must have the ability to foster and promote a collaborative team environment
- Should be familiar with the major research processes in surname studies
- Should have the ability to commit time to conduct the role well, including travel and attending events out of office hours
- Should have excellent communication skills (both verbal and written)

SPECIFIC TASKS

Perform the following duties in furtherance of the Society's goals, including but not limited to:

- Prepare material for publication in the Society's newsletter/journal
- Review and edit submissions for inclusion in the Society's quarterly publication
- Oversee the production of the Society's quarterly publication
- Transfer all Society records within 28 days of term completion

TIMETABLE

The Newsletter/Journal Editor's timetable is imposed by the quarterly production schedule, with the publication dates being 1 February, 1 May, 1 August and 1 November.

TIME COMMITMENT

The Newsletter/Journal Editor's time commitment is, on average, three to five hours per week

Approved at the Committee meeting of The Surname Society: 17 July 2021