

## **//DRAFT// role and responsibilities for the new *bout de papier***

### **Editor in chief**

- PAFSO member (regular, affiliate or associate).
- Volunteer position subject to a modest honorarium approved by the ExCom.
- Sets the tone and editorial direction for the publication in accordance with strategic guidance from the Director of Communications and the *bout* board and ensures that each issue is consistent with that guidance.
- Solicits articles, develops writers, and selects pieces for publication.
- Ensures the integrity of articles for publication.
- Responsible, in cooperation with the PAFSO ExCom, for recruitment and selection of Board members.
- Drafts and proposes the budget.
- Involved in strategic planning.
- Represents the publication at outreach events.
- Vice Chair of the *bout* board.

### **Managing editor**

- PAFSO employee, managed by the Executive Director, reports to the Editor in Chief on *bout* matters.
- Collaborates with the editor in chief on the content and themes of issues.
- Acts as the overall project manager responsible for the day to day operations of the publication and bringing the magazine out on time and in budget.
- Develops the publication schedule and enforces deadlines.
- Liaises with writers on day to day issues including deadlines, specifications, and payment.
- Liaises with advertisers and oversees advertising sales and administration.
- Coordinates graphic design.
- Oversees final proofreading and copy-editing of articles for publication.
- Responsible for identifying issues of potential liability and overseeing fact-checking.
- Acts as technical advisor to the Editorial and Governance Board.

### ***Bout de papier* Editorial and Governance Board**

- A subcommittee of PAFSO, up to 9 members plus the Chair, serving for 2-year terms.
- Chaired by the PAFSO Director of Communications, Editor in Chief is Vice Chair.
- President and Executive Director are ex-officio members.

- Provides governance and strategic direction to the publication through the Editor in Chief in accordance with the overall priorities and values of PAFSO and the objectives of *bout de papier*.
- Approves the annual publication schedule proposed by the Editor in Chief.
- Approves the overall budget.
- Membership should be diverse and broadly representative of the PAFSO regular, affiliate, and associate membership.
- Each member responsible for bringing in or producing and editing at least two articles per year.
- Promotes the work of the magazine and helps attract high-quality submissions.
- Members are subject to the PAFSO Code of Conduct and fiduciary duty.
- Any disputes should be taken first to the Editorial and Governance Board, and if they cannot be resolved there, the PAFSO Executive Committee shall have final decision-making authority and responsibility.