

## **Peterborough & District Family History Society**

### **Job Description for the Journal Editor**

NOTE: Committee members are elected at each AGM but specific roles are allocated at the next committee meeting.

The Journal Editor is a member of the Committee.

The role of the Journal Editor is to administer all aspects of production and distribution of the Society's Journal which is currently issued quarterly at the beginning of March, June, September and December.

The Journal Editor either undertakes the following tasks, or delegates them to another person/organisation and ensures that they have been carried out:

- Receiving articles from members and others and preparing them for inclusion in the journal. "Preparation" includes:
    - Checking for style and factual accuracy, where possible;
    - If significant changes need to be made, liaising with the author;
    - Ensuring that images and other material are not subject to copyright OR that the correct permissions have been obtained and acknowledged in the article;
    - Ensuring that any "advert":
      - Is agreed by committee and any charges they impose are paid;
      - Cannot be construed as being endorsed by the Society.
  - Attempting to source other items of interest that they believe would suit the Journal, for example crosswords, book reviews, changes in Family History related fees and/or services, etc.
  - Ensuring that items key to the running of the Society and/or keeping members informed are placed in the relevant Journal, including:
    - The Membership Renewal Slip (March Journal);
    - AGM Notice and Agenda plus Nomination Forms (March Journal);
    - AGM reports and minutes (either the subsequent June or September Journal);
    - EGM reports and minutes (either of the two subsequent Journals);
    - Reports of Monthly Meetings.
  - Arranging for proof-reading of the final document;
  - Producing a computer file of the Journal in a format/layout agreed with the printer;
  - Sending the file to the printer with a note of the number of copies required and agree the date for collection;
  - Sending a PDF version of the file to the Archivist for inclusion on the website:
    - Before uploading, the Archivist will replace the information on the "Contacts" page with information that complies with GDPR so that when someone leaves/changes duties there is no need to change old electronic Journals.
  - Collecting and distributing the Journals, which includes:
    - Liaising with the Membership Secretary for production of name and address envelope labels;
    - Enveloping the Journals and taking to the relevant monthly meeting so that members present can take their own and help distribute to other members local to them;
    - Posting the remaining Journals to UK members;
    - Posting the "legal deposits";
    - The Society Secretary emailing notification to overseas members that it is on the website;
- NOTE: The printer's invoice is sent direct to the Treasurer for payment.

### **Skills Required**

- To have secure password protected access to a computer and the ability confidently to use it to provide:
  - The "Journal" file for the printer to use (possibly Publisher or equivalent?);
  - Documents in both Word and PDF formats for others.
- To have organisational skills;
- To have the ability to plan own work, work on own initiative and meet deadlines;
- To have oral and written communication skills;
- To possess tact, discretion and respect for confidentiality;
- To have the ability to work as part of a team;
- To be flexible.

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