

THE LINK PUBLICATION SOCIETY INC.

THE **SPORTS EDITOR** SHALL:

1. Gather, assign and edit stories for the Sports section.
2. Follow the print production schedule.
3. Recruit and train writers.
4. Keep contact with writers to ensure copy is submitted and revised by deadline.
5. Provide photo and graphics assignments to the Photo Editor and Graphics Editor while keeping contact with said editors to ensure content is submitted by deadline.
6. Provide appropriate headlines, subheads, breakers, cut lines and pull-quotes for all stories.
7. Work with the Coordinating Editor to ensure timely uploading of content.
8. Publish a weekly sports podcast.
9. Work with the creative team to implement multimedia content.
10. Ensure the section listserv and *The Link's* contributors list are up to date.
11. Maintain and update the appropriate section of the Style Guide as needed and in consultation with the Copy Editor.
12. Coordinate at least one special issue annually.
13. Hold a minimum of one workshop and work with the Office Manager to ensure it is advertised.
14. Hold a minimum of three (3) consecutive regular office hours each week, between 10 a.m. and 5 p.m. from Monday to Friday, outside of staff meetings and production days.
15. Attend all Masthead, staff and special issue meetings.
16. Update the Sports Editor's handbook on a monthly basis. Monthly honorariums will be held until this is completed.
17. Once the successor is elected, ensure their training within twenty-one (21) calendar days before the last edition of the volume.
18. Editor must have each contributor sign the copyright agreement, either in person or digitally. Contributions will not be published until said document is signed. Copyright agreements, signed, should be kept in the business office, as they are legal documents.
19. Editor must attend the mandatory consent training in the first four (4) weeks of the academic year.

The Link's Sports Editor is responsible for the publication's sports content. They are also mandated to have one story that fits with their section and the theme in each magazine. Their focus will be on Stingers and Montreal-based profiles and features. They will also work to produce the Press Box Hat Trick.

Revised April 2022

I have read and understand the editor duties and responsibilities and I have also read and understand all The Link's policies.

Signature _____

Name in print _____

Date

