THE LINK PUBLICATION SOCIETY INC.

THE GRAPHICS EDITOR SHALL:

1. Request and receive graphics assignments from section editors, and liaise with section editors and writers for clarification when necessary.
2. Hand assignments out to staff graphic artists whenever possible.
3. Create graphics when no other contributor is available.
4. Submit all graphics, with credits, by deadline.
5. Recruit and train graphic artists.
6. Archive all graphics after publication.
7. Be responsible for the maintenance of *The Link*'s graphics equipment.
8. Ensure the section listserv and *The Link*'s contributors list are up to date.
9. Coordinate at least one special issue annually.
10. Update the Graphics Editor's handbook on a monthly basis. Monthly honorariums will be held until this is completed.
11. Hold a minimum of one training session per semester and work with the Office Manager to ensure it is advertised.
12. 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.
13. Attend all Masthead, staff and special issue meetings.
14. Once the successor is elected, ensure their training within twenty-one (21) calendar days before the last edition of the volume.
15. 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 Contributions will not be published until said document is signed.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.
16. Editor must attend the mandatory consent training in the first four (4) weeks of the academic year.

The Link's Graphics Editor is responsible for managing the publication's graphics content. They are mandated to ensure that all articles in need of a graphic illustration are provided with one. In tandem with the creative director, they will be responsible for creating a consistent aesthetic for the paper.

All creative positions are mandated to ensure that both online and in print has a visual component, either photography or a graphic, accompany the stories.

The Link's Graphics Editor should collaborate with the Video Editor to work on social media projects like Instagram stories to have a better variety.

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 _____