THE LINK PUBLICATION SOCIETY INC.

THE OPINIONS EDITOR SHALL:

1. Gather, assign and edit stories for the Opinions section.
2. Follow the print and online production schedules.
3. Collect, print, archive, edit and publish letters to the editor every week.
4. Ensure that letters to the editor are published and archived (original/hard copy legal documents)
5. Contact authors of letters to the editor to verify their identity.
6. Recruit and train writers.
7. Keep contact with writers to ensure copy is submitted and revised by deadline.
8. Provide photo and graphics assignments to the Photo and Graphics Editors while keeping contact with said editors to ensure content is submitted by deadline.
9. Provide appropriate headlines, subheads, breakers, cut lines and pull-quotes for all stories.
10. Work with the Coordinating Editor to ensure timely uploading of content.
11. Work with the creative team to implement multimedia content.
12. Ensure the section listserv and *The Link's* contributors list are up to date.
13. Coordinate at least one special issue annually.
14. Hold a minimum of one workshop and work with the Office Manager to ensure it is advertised.
15. 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.
16. Attend all Masthead, staff and special issue meetings.
17. Update the Opinions Editor's handbook on a monthly basis. Monthly honorariums will be held until this is completed.
18. Once the successor is elected, ensure their training within twenty-one (21) calendar days before the last edition of the volume.
19. 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 Contributions will not be published until said document is signed.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.
20. Editor must attend the mandatory consent training in the first four (4) weeks of the academic year.

The Link's Opinions Editor is responsible for the publication's print and online Opinions content, and publishing letters to the editor. They are mandated to ensure that a minimum of two (2) articles are uploaded and shared on *The Link's* various digital platforms per week (website, Facebook, Twitter, Instagram). This includes coordinating with the Graphics Editor.

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 _____