Editors' Association of Canada/Association canadienne des réviseurs

Overview of National Committees and Positions

Effective date: August 1, 2026

About this document

Editors Canada committees power our organization through volunteer energy. Read about the committees and some of their initiatives, then contact committee chairs to discuss roles that you could play in building that energy.

National Committees

Academic editing special interest group

The academic editing special interest group (SIG) connects academic editors in order to build professional networks, share information and discuss relevant topics. The SIG is a collaboration between the Editorial Freelancers Association (EFA) and Editors Canada. Anyone who edits academic material in any capacity is invited to participate in the activities and events free of charge—you do not have to be a member of EFA or Editors Canada to participate.

Key initiatives

- Publishing a monthly newsletter
- Running a book club
- Organizing coffee chats
- Coordinating Let's Talk About panels

Contact: academic.editing@editors.ca

Career builder committee

The career builder committee (CBC) helps freelance and in-house members alike more easily connect with Editors Canada's extensive resources for training, education, networking and job opportunities to build the editing career they envision, no matter what career stage they're at.

Key initiatives

- Developing and maintaining the Career Development Hub, a proposed section of the Editors Canada website that collects and organizes all relevant information for editors, including noteworthy external sources
- Developing an annual theme and new initiatives that advance the CBC's mission statement. Our 2026 word is “connection,” for we aim to connect to each other, to the benefits of our Editors Canada membership, to editing communities and to our careers. We aim to connect to and move forward projects, goals and initiatives both collective and personal. Through the Career Development Hub, a primary initiative of 2026, we aim to synthesize resources, actualize goals nearly fourteen years in the making and smartly navigate toward fulfilling careers and futures.
- Annually updating the Career Builder Tool

Contact: careerbuilder@editors.ca

Certification steering committee

The certification steering committee (CSC) develops, implements and oversees the Editors Canada program for certifying editors who work in English. The CSC needs volunteers, and we are looking for your help. We are also interested in volunteers who want to work on bringing back the French agrément program.

Key initiatives

- Administering each year's certification exams—we oversee the writing of exam questions, piloting and marking the certification exams, which is all done by people outside the committee. We run the exam day session and resolve any issues candidates run into.
- Updating the *Exam Preparation Guides*.
- Running the rolling computer-based certification Fundamentals of Editing certification exam.

Contact: certification_chair@editors.ca

Comité agrément/principes

Le comité Agrément/Principes crée, met en œuvre et supervise le Programme d’agrément de Réviseurs Canada. Le Comité Agrément/Principes se penche sur le niveau de l’examen d’agrément général pour qu’il reflète mieux la réalité de la profession de réviseur professionnel. Nous estimons que le titre de réviseur linguistique agréé doit réellement attester la compétence de ses détenteurs.

Principales initiatives

- Mise à jour des Principes directeurs en révision professionnelle.
- Mise en œuvre et mise à jour du programme d'agrément en révision linguistique en langue française de Réviseurs Canada.
- Création, mise à l'essai, validation et mise à jour de l'examen d'agrément général et de l'examen d'attestation en révision comparative de Réviseurs Canada.
- Création et mise à jour des guides de préparation aux examens d'agrément de Réviseurs Canada.

Écrivez à: agrement.principes@reviseurs.ca

Conference committee

The conference committee designs and produces Editors Canada's annual conference.

Key initiatives

- Planning a program for each year's conference
- Recruiting keynote speakers and session presenters
- Arranging and promoting social events
- Sourcing local venues, suppliers, vendors and sponsors
- Developing promotional materials
- Building, managing and supporting an on-site volunteer team

Contact: conference_chair@editors.ca

Equity, diversity and inclusion committee

The equity, diversity and inclusion committee serves as a support for Editors Canada on matters related to the association's Statement of Equity, Diversity and Inclusion.

Position vacant

External Liaison

The external liaison links Editors Canada with other organizations.

Key initiatives

- Developing, fostering and coordinating Editors Canada's relationships with related organizations, in Canada and globally

- Building industry and community relations linked to Editors Canada's strategic goals, including fundraising
- Exchanging information and insights with the national communications and marketing committee and with branches and twigs

Contact: pastpresident@editors.ca

Forum monitor

The forum monitor ensures broad compliance with the Editors Canada Forum guidelines and minimizes disruption of the forum by disputes between participants.

Contact: forum_monitor@editors.ca

Honorary life membership evaluation committee

This committee adjudicates the conferring of an honorary life membership; once a year, the committee reviews any nominations received and selects, at most, one awardee in any year.

Human resources committee

The human resources committee hires the Editors Canada director of administration. We make recommendations to the national executive council on human resources policy and the Editors Canada staff benefits package.

Key initiatives

- Writing and updating the director of administration's job description
- Supervising and evaluating the director of administration

Contact: president@editors.ca

Marketing and communications committee

Effective internal and external communications and marketing are essential for a healthy association and for success of Editors Canada's strategic plan. The marketing and communications committee communicates the value of editing and editors.

Key initiatives

- Helping Editors Canada committees and task forces tell compelling stories about new products and initiatives, including the Editors Canada webinar series, certification guides, upcoming conferences and professional development tools
- Looking for opportunities to convince future clients about the value of having a professional editor involved in their project or product
- Coordinating with branches and twigs to share best practices and to ensure we are working together to communicate the value of editing and editors to external audiences

Contact: communications-marketing@editors.ca

Member services committee

The member services committee monitors, reviews and makes recommendations about Editors Canada's services and benefits. Our focus is ensuring that members are satisfied with the services and benefits that Editors Canada can offer, with the goal of retaining current members.

Key initiatives

- Evaluating, developing and promoting member benefits and services
- Keeping member services information on the Editors Canada website up to date
- Updating our Welcome Kit for new members
- Supporting The Vine / La Vigne
- Providing virtual spaces for connection and conversation, including the Editors Canada Discord

Contact: membership_services_chair@editors.ca

Mentorship program committee

The mentorship program committee coordinates and manages the national mentorship program. The program aims to build connections that support editors at every stage of their career. Through this partnership, both mentors and mentees gain valuable professional development that strengthens their skills and the broader editorial community.

Key initiatives

- Evaluating mentor and mentee applications
- Matching mentors and mentees
- Providing orientation to participants
- Publicizing and promoting the program

Contact: mentorship@editors.ca

Nominating committee

The nominating committee coordinates nominations of candidates for election to the Editors Canada national executive council. Committee members also recruit chairs for national committees.

Key initiatives

- Identifying and recruiting prospective candidates for council and committee chair positions
- Reviewing nominations from each year's general call for nominations

Contact: pastpresident@editors.ca

Publications committee

The publications committee oversees the publishing program of Editors Canada. We identify opportunities, accept requests from other committees for new publications and oversee their development throughout the publication life cycle, including facilitating updates to published works.

Key initiatives

- Completing revision of the Editors Canada training workbooks into the Edit Like a Pro series. This includes coordinating volunteers and consulting with members and integrating their feedback to make the workbooks useful for editors seeking to improve their skills in alignment with Professional Editorial Standards 2024.
- Managing the equity, diversity and inclusion handbook (pending publication in 2026). It is intended to be a living document, so it should be updated regularly with information obtained through research, member feedback and input from other committees to maintain its relevance and its ability to serve members.

Contact: publications@editors.ca

Editors' Weekly

The Editors' Weekly is the English-language blog voice of Editors Canada. We strive to supply educational and thought-provoking content.

Key initiatives

- Featuring a wide variety of posts, including personal stories, humorous anecdotes, tips on how to get work and more.

Contact: blog@editors.ca

Standards committee

The standards committee is responsible for ensuring that Editors Canada's editorial standards, as stated in Professional Editorial Standards 2024, remain current and appropriate.

Key initiatives

- Planning, directing and researching professional editing standards
- Gathering information on the relevance of current editing standards
- Gather feedback on standards from the certification steering committee

Contact: standards@editors.ca

Student relations committee

The student relations committee raises awareness of Editors Canada and increases its public profile. We work to attract student affiliate members, represent their interests in Editors Canada and retain them as long-term members beyond their time as students.

Key initiatives

- Communicating about the benefits of joining Editors Canada as a student affiliate
- Seeking ways to foster relationships between student affiliates and with regular members
- Liaising with educational institutions that offer editing, writing and communications programs

Contact: studentrelations@editors.ca

Training and development committee

The training and development committee oversees Editors Canada policy and programs for training and professional development at the national level. We investigate and develop new options for programming and delivery, keeping in mind the diverse needs of members.

Key initiatives

- Soliciting, curating and operating the highly successful series of webinars offered by Editors Canada each year
- Using feedback on each webinar to continue building a strong and relevant webinar program
- Collaborating with other national committees, and branches and twigs as appropriate, to present and promote relevant webinars
- Collaborating with external organizations to present relevant webinars

- Collaborating with partners and external organizations to cross-promote Editors Canada webinars
- Researching new industry and software trends to ensure programming reflects market needs

Contact: training_and_dev@editors.ca

Volunteer management committee

The volunteer management committee connects Editors Canada volunteers with meaningful volunteer opportunities and makes sure that volunteer service is recognized widely. We work with the member services committee on ways to recognize volunteer contributions and improve the experience of Editors Canada volunteers.

Key initiatives

- Advocating for volunteering within the association
- Operating the Featured Volunteer initiative
- Updating the Volunteer Handbook as a guide for Editors Canada volunteers and volunteer leaders
- Maintaining VolunteerConnect, a directory where volunteers can post their interests, skills and availability

Contact: volunteer_management@editors.ca

National Positions (appointed by Editors Canada's national executive council)

Awards coordinator

The awards coordinator oversees Editors Canada's awards and scholarship program, recruiting and working with judges as they select award and scholarship winners. The coordinator gives input to the national executive council on priorities and challenges related to awards.

Contact: awards@editors.ca

Conference adviser

The conference adviser serves as a resource for the national executive council and the conference chairs on matters related to the annual conference, especially by

- Helping to research and choose future conference cities

- Sourcing conference venues one to two years in advance and helping to put together the conference budget
- Acting as an adviser to the conference committee and as a source of information and continuity in the annual conference planning cycle

Contact: conferenceadviser@editors.ca

Facebook group moderator

This volunteer monitors the members-only Facebook group for broad compliance with group guidelines, reminding members of rights, responsibilities and decorum.

Contact: facebookmod@editors.ca

Francophone adviser

This adviser is a resource for the national executive council on matters related to francophone members to attract more of them and keep them engaged. The adviser helps to recruit francophone members for national committees and organizes a one-day conference in French every two years.

Contact: conseiller_francophone@reviseurs.ca

Mediator

The mediator advises Editors Canada members or their clients about grievances or contract disputes related to editing work. When other steps do not solve a problem, the mediator may intervene to help settle the matter.

Contact: mediator@editors.ca

Task forces

From time to time, or on a set cycle, a governance task force should be struck to review existing protocol (policies and procedures).