

THE LINK PUBLICATION SOCIETY INC.

THE **FEATURES** SHALL:

1. Assist the print issue coordinators in assigning and editing features.
2. Follow the print production schedule.
3. Assist the co-news, fringe, sports and ops editors in assigning and editing features for online.
4. Recruit and train writers.
5. Bring pitches for features to assign at each pitch meeting.
6. Assist in providing appropriate headlines, subheads, breakers, cut lines and pull-quotes for all features.
7. With the print special issue coordinators, communicate with the Creative Director to plan each feature's layout.
8. With the section head editor responsible, work with the visual team to establish multimedia content for each feature.
9. With the coordinating editor and section head editor responsible, plan a social media strategy for each feature.
10. Keep in contact with the co-news editors to plan the weeks' content.
11. Work with the creative team to implement multimedia content.
12. Coordinate one special issue annually.
13. Update the Features' handbook on a monthly basis. Monthly honorariums will be held until this is completed.
14. Hold a minimum of one workshop and work with the Coordinating Editor to ensure it is advertised.
15. Hold a minimum of three regular office hours each week outside of meetings and production schedules.
16. Attend all masthead, staff and special issue meetings.
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 Contributions will not be published until said document is signed.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 Features Editor is responsible for overseeing the publication's feature stories, ensuring the quality of our reporting, and working with editors and the visual team to establish a proper layout, multimedia and social media plan. They are mandated to ensure features are published across all sections on our website on a weekly basis and included in our print issue.

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 _____