

THE LINK PUBLICATION SOCIETY INC.

THE **MANAGING EDITOR** SHALL:

The Link's Managing Editor is responsible for overseeing the general production and daily clerical tasks of the print production. They are mandated to oversee the smooth production and enforce the deadlines of the print edition. The Managing Editor also has the responsibility of reinforcing *The Link's* production team when positions become vacant.

The Managing Editor coordinates with the Operations Editor-in-Chief (EiC) and Coordinating Editor in developing readership campaigns, outreach and marketing initiatives, and public events to enhance *The Link's* brand and presence on and off campus. In addition, they are responsible, in tandem with the Editor-in-Chief, for planning at least two workshops per month.

They also ensure, with the EiC and Coordinating Editor, that publication requirements are followed: The Society shall publish at least twenty-five (25) online issues of *The Link* during each publishing year starting June 1 and ending May 31.

Two (2) online summer training issues shall be published: one will be completed by the beginning of June; a second shall be completed by the first week of August. An online issue is defined as seven (7) days of reporting and production with a minimum of six (6) articles per section (two (2) for the opinions section), or equivalent multimedia contributions at the discretion of the EiC.

THE **MANAGING EDITOR** SHALL:

1. Meet with the EiC, Creative Director and the Coordinating Editor regularly to keep up to date on tasks and issues.
2. Design, with the Operations EiC and Coordinating Editor, *The Link's* outreach and recruitment strategies for the year and implement them accordingly.
3. Help the EiC with the recruitment of new contributors by addressing relevant academic departments and local groups, by coordinating house ads, etc.
4. Oversee production of *The Link's* print edition.
5. Create, implement and enforce the print production schedule.
6. Ensure that each editor understands their role and performs their duties and responsibilities.
7. Ensure all editors fill the office hours sheet and office hours are done. That sheet must be posted in the office.
8. Help the Operations EiC, with masthead collaboration, in coordinating *The Link's* workshops, speaker series and guest editor events.
9. Help manage every special issue with the issue's coordinators to ensure smooth production (i.e. ensure copy, art received on time, assign edits and ensure pages are sent to the printer on schedule).
10. Make the dummy for each issue with the advice of the Operations Manager, Editor-in-Chief and/or

Creative Director.

11. Ensure that sections are sent to the printer. Ensure the Creative Director has uploaded the PDF of each print issue to the website.
12. Ensure all editors archive their working documents and files to Google Drive and the file server.
13. Ensure Editors and Staff answer the phone and take voicemail messages and erase them.
14. Fulfil the responsibilities of Creative Director when the position is vacant, until a qualified replacement can be found.
15. Along with the managing team, fill any vacant editorial positions.
16. Maintain a database of active contributors and their contact info and ensure that non-student contributors are listed accordingly.
- 17.
18. 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.
19. Attend all Masthead, staff and special issue meetings.
20. Attend the retreat and all mandatory training sessions, including the yearly consent training.
21. Ensure minutes are taken at each meeting, printed and archived in the Google Drive.
22. Submit a monthly report to the Board of Directors regarding activities from the past month and plans for the coming months. See Savannah Stewart proposal for the report's content in attachment.
23. Update the Managing Editor's handbook on a monthly basis. Honorariums will be held until this is completed.
24. Ensure the training of a successor within twenty-one (21) calendar days before the last publication cycle of the volume.

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
