

Editors' Association of Canada/Association canadienne des réviseurs

Overview of National Committees and Positions

Effective date: December 1, 2019

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.

Career Builder Committee

The career builder committee helps freelance and in-house members alike more easily connect with Editor 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:

- Develop and maintain the Career Builder Hub, a proposed section of the Editors Canada website that collects and organizes all relevant information for editors, including noteworthy external sources.
- Develop an annual theme and new initiatives that forward the CBC's mission statement. For example, 2025's annual theme is "engagement," and the committee's related initiatives include developing the Career Builder Hub, engaging the wider national and international writing community with the Job Board, and creating resources for editors interested in engaging with new developments in the industry such as book coaching.
- Annually update the Career Builder Tool.

Certification

The certification steering committee develops, implements, and oversees the Editors Canada [program for certifying editors who work in English](#). A subcommittee develops and coordinates the program for certified editors to [maintain their credentials](#).

Key initiatives

- Administering each year's exams—everything from creating to reviewing to piloting to revising to running to marking to awarding certifications
- Updating the *Test Preparation Guides*
- Creating computer-based certification exams

Contact certification_chair@editors.ca

Comité Agrément/Principes

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

Communications and Marketing

Effective internal and external communications and marketing are essential for a healthy association and for success of Editors Canada's strategic plan. The communications and marketing 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

Conference

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

External Liaison

The external liaison committee 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

Human Resources

The human resources committee hires the Editors Canada executive director. 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 executive director's job description
- Supervising and evaluating the executive director

Contact president@editors.ca

Member Services

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 members services information on the Editors Canada website up to date
- Updating our [Welcome Kit](#) for new members
- Improving services for in-house editors

Contact membership_services_chair@editors.ca

Mentorship Program

The mentorship program committee is responsible for the continuing management and evaluation of the national [mentorship program](#) of Editors Canada. The committee also publicizes and promotes the program.

Key initiatives

- Considering and selecting potential mentors and mentees
- Matching mentors and mentees
- Providing mentor orientations
- Publicizing and promoting the program

Contact mentorship@editors.ca

Nominating

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

The publications committee oversees the publishing program of Editors Canada. We identify opportunities for new publications and initiate their development.

Key initiatives

- Complete revision of the Editors Canada training workbooks into the *Edit Like a Pro* series. This includes consulting with members and integrating their feedback to make the workbooks useful for editors at all levels and in all areas of our diverse profession.

Contact publications@editors.ca

Editors' Weekly

The Editors' Weekly is the 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 with the federal government, and many more.

Contact blog@editors.ca

Standards

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

Key initiatives

- Plan, direct, and research professional editing standards
- Gather information on the relevance of current editing standards
- Gather feedback on standards from the certification steering committee

Contact standards@editors.ca

Student Relations

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

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

- Designing 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
- Coordinating with branches and twigs to share and expand tailored training options for members

Contact training_and_dev@editors.ca

Volunteer Management

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

- Operating the Volunteer of the Month initiative
- Updating the Volunteer Handbook as a guide for Editors Canada volunteers and volunteer leaders
- Building a directory of volunteers, where you can post your interests, skills, and availability

Contact volunteer_management@editors.ca

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

Awards coordinator

The coordinator oversees Editors Canada's [awards and scholarship program](#), recruiting and working with judges as they select award and scholarship winners. The coordinator gives regular 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

Facebook group monitor

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

List monitor

This volunteer monitors the Editors Canada listserv for broad compliance with list guidelines, as an unbiased arbiter of list decorum.

Contact list_monitor@editors.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).