

NS/PEI The Tartan Newsletter Editor – VOLUNTEER POSITION

Purpose

The Editor of the NS/PEI Branch Newsletter (The Tartan) will play a key role in creation and publishing semi-annual newsletters.

Role and Responsibilities

Reporting to the Executive and NS/PEI Branch, key responsibilities will include:

- Collaborate with Communication Committee/Branch Executive on newsletter content,
- Selects newsworthy articles for publication,
- Organizes layout of each issue,
- Liaise with contact persons/potential content contributors to the newsletter
- Submit final draft of each issue to Branch President, President Elect, Secretary and any other interested parties for comment,
- Create articles through research and/or current events,
- Modify submission for publication (e.g. paraphrasing, editing, proofreading etc.),
- Gather content for articles (e.g. information, pictures, etc.),
- Distribute newsletter to membership,
- Receive feedback from readers and make appropriate changes as necessary,
- Setting deadlines for article and content submission and communicating those deadlines to those interested in submitting articles and the membership.
- Create standard newsletter template, outlining the ongoing articles that will be part of the newsletter and the responsibility for submission (Presidents, Councilors Reports etc.)

Qualifications and Key Attributes

- Must have a valid Certificate in Public Health Inspection (Canada) and a regular member of the CIPHI NS/PEI Branch
- Strong organizational and research skills
- Ability to clearly communicate through verbal and written means
- Ability to work outside regular business hours
- Good computer skills and ability to create a newsletter using desktop publishing software and basic photo editing software.

Accountability/Time Requirements

This position is accountable to the membership and CIPHI NS/PEI Executive. Time requirements require flexibility throughout the year. This position is for two years from the date of appointment.