

## **Editor-in-Chief**

The Editor-in-Chief has final editorial authority and is in charge of the administrative and creative aspects of the newspaper. The Editor-in-Chief is responsible, legally and otherwise, for the content and appearance of the Sheaf, and for fulfilling the Mission of the Sheaf Publishing Society. The Editor-in-Chief must clearly specify their duties at the beginning of the year and ensure that these duties are communicated so all staff are aware of their responsibilities.

### **a. Organizational Responsibilities:**

- maintaining regular office hours during the week, excluding Wednesdays, the Christmas holiday season, both Reading Weeks, and following the publishing of the last issue in April
- ensuring that the Bylaws are adhered to
- reviewing the Bylaws and Policy, and proposing revisions when appropriate
- designing an effective system to ensure editorial content of the highest possible quality
- reporting the activities and decisions of the Sheaf staff to the Board
- implementing the decisions of the Sheaf staff
- representing the Sheaf publicly
- meeting with the Sheaf's Lawyer(s) to discuss libel issues and other legal matters if necessary
- liaising with the USSU, College Societies, U of S Officials and officials of other relevant groups representing students and the U of S
- collaborating with Business Staff to ensure that equipment and supplies required to operate are present and in good working order
- compiling and posting a complete editorial schedule, including the office hours of the Editorial Staff

- working with the Business Manager and Board to ensure that the Sheaf is financially responsible and accountable
- collaborating with the Business Manager to dispense and track office keys
- ensuring that the office is reasonably clean
- collaborating with the Business Manager to set a proposed budget that is discussed and ratified by the Board in April
- continually training by reading newspapers, other student newspapers, OnCampus News, magazines and online publications, attending workshops and conferences, and pursuing style guides and journalism textbooks
- training the following year's staff in April, especially the incoming Editor-in-Chief

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**b. Editorial Staff and Volunteer Coordination:**

- organizing writing, layout, and graphic art seminars as determined by the Sheaf staff.
- training new staff in editorial and business aspects of the newspaper
- organizing and chairing weekly Editorial Staff meetings
- providing constructive and continuous feedback to the section Editors and volunteers to facilitate their training and personal development
- mediating disputes in the office
- recruiting voluntary personnel to assist in the publication of the newspaper
- organizing a training day with all staff and the ad and business manager to go through

bylaws, policy and job expectations. This should occur before regular publishing

schedule resumes in September and all staff must be present.

- liaising with Outreach Director on all events and promotional initiatives, when applicable

### **c. Editorial**

#### **Responsibilities:**

- holding full and direct responsibility for editorial content published in the Society newspaper and indirectly for all advertising content
- ensuring that all copy is properly edited and proof read, and that the content to be published meets the requirements set forth in the Bylaws and Editorial Policy, especially with regards to libel (Editorial Staff must refer to the CP Style Guide book and schedule a meeting with the Sheaf's lawyer as early as possible into their term to discuss libel laws)
- ensuring in conjunction with the Production Manager that the layout of the newspaper is appealing and allows for easy perusal
- establishing deadlines and procedures for week-to-week administration of the newspaper
- ensuring that the newspaper is published according to schedule
- fielding and directing comments and letters from the readership regarding content, the activities of Sheaf volunteers or Staff, or Sheaf policies

