

## **Opinions Editor**

### **a. Editorial**

#### **Responsibilities:**

- creating questions and finding subjects for Campus Chat
- remaining knowledgeable about issues on campus and in the media to ensure coverage of issues relevant to students
- writing opinion articles on a regular basis, though ensuring volunteer submissions provide the bulk of the section
- communicating with the Photography and Graphic Editors to determine any necessary visuals for stories
- preparing and editing content for the distractions page(s)
- facilitating weekly section meetings
- preparing a detailed list of assigned stories, photos and graphics prepared for the weekly editorial meeting
- conducting a first edit on all stories for the section
- conducting three rounds of careful updates to the story file following copy editing
- drafting photo captions and headlines/subheadlines for the section
- ensuring that all deadlines are met and followed up with contributors to help them with their research

### **b. General**

#### **Responsibilities:**

- participating in weekly Editorial Staff meetings
- assisting Editor-in-Chief, with fundraising, event planning and other events for the promotion of the Sheaf, in co-operation with the Outreach Director.

- maintaining an office presence
- continually training by reading newspapers, magazines and online publications and attending workshops and conferences
- upholding the reputation of the Sheaf while carrying out all activities

**c. Recruitment and Training:**

- meeting with opinion writers as often as necessary to ensure that their skills are improving
- ensuring that opinion writing guides are available
- maintain a list of volunteer opinion writers and their interests
- recruiting volunteers to assist with the publication of the newspaper
- helping to train the following year's Opinions Editor in April