

## **Web Editor**

### **a. Website**

#### **Responsibilities:**

- coordinating and supervising the design and layout of the web page.
- setting up a record of codes, passwords and other information relevant to the upkeep of the website to pass on to the Editor-in-Chief, Ads & Business Manager and the next Web Editor or in the case that duties cannot be fulfilled.
- ensuring articles, photos and graphics from the printed newspaper are uploaded to the website as soon as possible.
- continuing to upload content to the Sheaf website throughout the week, especially when a special or time-sensitive article comes in
- collaborating with other staff members to post relevant links and web-exclusive content, such as videos and podcasts, to the website.
- updating social media platforms such as Twitter and Facebook in collaboration with the Outreach Director
- staying in contact with information technology personnel about software and hardware requirements.
- overseeing the comments and discussion on the website, encouraging civil behaviour and reducing the risk of libel charges against the Sheaf.

### **b. General**

#### **responsibilities:**

- participating in weekly Editorial Staff and Collective 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
- investigating the possibility of developing the Sheaf website into a source of commercial revenue.
- 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:**

- recruiting volunteers to assist with the publication of the newspaper
- training the following year's web editor in April