Editor-In-Chief Job Description

Applications (Resume, Cover Letter, and Three references) will be accepted from February 26th, 2014 to March 12th, 2014.

*Interviews will be conducted on March 13th and March 14th.

*Please email your application to ote-newspaper@unbc.ca

1.2 The Editor-In-Chief is expected to have great knowledge regarding the Over The Edge Constitution, The BC Society Act, Editorial Contracts and their responsibilities, UNBC Student Code of Conduct, NUGSS Acting bylaws and policy, Over The Edge Finances, Over The Edge Advertising clientele and media contacts in the UNBC and Prince George community.

1.3 The Editor-In-Chief must work 20 hours a week for Over the Edge. The Editor-In-Chief must be in the office at least 10 hours per week during regular business hours. This is known as office hours (regular business hours are defined from 9am to 5pm Monday to Friday).

1.3.a. During the summer months, (defined as May to August) The Editor-In-Chief’s salary will be reduced to $800 a month for 25 hours. The EIC is not confined to work a minimum of 10 hours in the Over The Edge office but is still expected to be reachable and working for OTE during these months.

1.3.b. The Editor-In-Chief is allowed to take one two week holiday from August 2nd-16th, each summer. This vacation is unpaid.

1.3.c. The Editor-In-Chief is required to return to work (in the Over The Edge Office) by August 20th. The Editor-In-Chief is expected to work the full-time for the last two weeks of August to make the total summer salary of $800.

1.4 The employee has the flexibility to choose his/her office hours. In addition he/she must indicate the office hours on the main office door.

1.5 The Editor-In-Chief will plan and attend all editorial meetings as well as bi-weekly production meetings and will count these towards the 80 hours per month.

1.6 All editors will adhere and agree to the use of the “Roberts Rules of Order” for debate and deliberation.
1.7 The Editor-In-Chief must plan and attend the Annual General Meeting that takes place during February, 2014.

2. Responsibilities

2.1 The Editor-In-Chief is expected to encourage students and community members to contribute to Over The Edge.

2.2 The Editor-In-Chief is expected to keep all internal information concerning the editorial board confidential.

2.4 The Editor-In-Chief is expected to actively participate in OTE events inside and outside of campus and will count these towards the 80 hours per month.

2.3 The Editor-In-Chief must provide the Over The Edge Board of Directors with a general report on the plans and activities (old, ongoing, future) regarding Over The Edge Newspaper monthly.

2.4 The Editor-In-Chief is expected to respond to all emails and/or phone calls within 48 hours.

2.5 If the Editor-In-Chief cannot be present for his/her office hours, they must let all other Editorial board members know in 48 hours in advance.

2.6 The Editor-In-Chief is responsible for responding to general questions or inquiries from students or organizations. The expected practice is to record of major communication and contact information for different opportunities such as volunteer requests, phone calls, and voicemails.

2.7 The Editor-In-Chief must track all expenses related to OTE business and will count this towards the 80 hours a month.

2.8 The Editor-In-Chief is responsible to act as a citizen of OTE and work with other OTE volunteers and staff, as well as student organizations, to increase the efficiency, safety, and productivity of daily business for OTE.

2.9 The Editor in Chief is the only member of the editorial board who may open mails that are directed to Over the Edge newspaper.

2.10 It will be the tasks of the Board of directors to make final verdicts on amendments to the constitution, hiring/firing, large spending endeavors, staff wages, conflicts, and complaints between editorial members and/or major changes to editorial progress/process.

2.11 It will be the task of the editorial board to discuss, under the direction of the Editor in Chief, the needs for the design and continuation of the paper. This includes asking, through draft proposals to the board of directors the purchase of: office supplies, purchases of computers, purchases of computer programs, honorarium increases etc.; the desire to: ask for a performance review of an editorial member; resolve a conflict within the editorial board or board of directors. All decisions made will be determined by votes of majority by the voting members of the Board of Directors after mandatory advisory from non-voting members. The editorial board cannot resubmit the same proposal twice once the Board of Directors has passed judgement on that
proposal. The editorial board may amend a proposal, under the discretion and advisory of the Editor in chief, and submit a new proposal to the Board of Directors for judgement.

2.12 The Editor In Chief is responsible for all human resources and payroll business with the advising of the Board of Directors with assistance from the Finance Manager.

2.13 The Editor-In-Chief agrees to adhere to the University of Northern British Columbia “Codes of Conduct” in any and all actions or judgements towards students and faculty of UNBC, members of “Over The Edge”, the “Over The Edge” Board of Directors, the Editorial Staff of “Over The Edge” and the UNBC community.

2.14 The Editor-In-Chief agrees to work a maximum of 80 hours a month. If tasks are unable to be completed due to the lack of hours, these responsibilities will be delegated to other staff and volunteers and will become their responsibility to complete by set deadlines. If work does not get completed, the Board of Directors will be advised on the situation and act with their best judgement to seek solutions.

2.15 The Section Editor must record and track of its expenses related to OTE business. If there is expense higher than $5.00, it requires the Editor in Chief’s approval.

2.16 The Section Editor is responsible to act as a citizen of OTE and work with other OTE volunteers and staff, as well as student organizations, to increase the efficiency and productivity of daily business for OTE.

2.17 Each editor is responsible to submit their best articles from each issue to the Canadian University Press Section Editors in order to be featured on the Canadian University Press News Wire.

2.18 Each editor is required to write and execute the Feature Section Article and the “Cornered On Campus” section of the paper once bi-monthly alternating between section editors.

2.19 The Section Editor is not permitted to use news stories already featured by UNBC media relations, The Prince George Citizen, or the Prince George Free Press or their affiliates.

2.20 Each editor is encouraged to attend training or skill enhancing activities scheduled.

2.21 The Editor In Chief is required to edit design and grammatical flaws on production nights alongside Over The Edge section editors and is required to plan the food.

3. Specific Editor Responsibilities

3.1 The Editor in Chief is the only members of the editorial board who may open mails that are directed to Over the Edge newspaper.

3.2 The Editor In Chief has the sole discretion to allow other section editors to take on extra administrative duties. Each editor respects that these assigned tasks are mandatory and to be completed within the set timeframe as agreed to by the Editors at the time of the agreement(s).
3.3 The Editor In Chief is the only member of the editorial staff who will decide to pull articles from the Canadian University News Wire for print.

3.4 The Editor-In-Chief is required to submit all editorial board meeting minutes to the Board of Directors and schedule a minimum of three Board of Directors meetings a semester, with extraordinary meetings scheduled, if necessary.

3.5 The Editor In Chief is expected to ensure all editors complete their responsibilities to the best of their ability and agrees to take on any failed editorial responsibilities and will count these towards the 80 hours a month.

3.6 The Editor in Chief is expected to be the head representative of Over The Edge for media relations, advertising contracts including but not limited to: Free Media, Ideazone Web design, Canada 2015 Winter Games etc, General Accounting with assistance from Tiani Accountants, and Government Relations including but not limited to business regarding: BC Societies and non-profits. Any dealings in relation to these areas will be counted towards the 80 hours a month.

3.7 The Editor In Chief will be applicable for the 30% advertising commission for any of the advertisements they bring forth.

3.8 The Editor In Chief will be consulted regarding story plans of the Section Editors and has the final discretion to choose to run the story.

3.9 The Editor-In-Chief is expected to train and aid all members of Over The Edge in any matter which an editor requires assistance. If the Editor-In-Chief has a special skill set which would be of use to editors to learn including but not limited to: photography, graphic design, media relations, advertising sales, the Editor-In-Chief is encouraged to train willing Section Editors.

3.10 The Editor-In-Chief is expected to train all new employees.

3.11 The Editor-In-Chief is expected to attend all Canadian University Press conferences including NASH 76, WRCUP, and WPNCUP.

NOTE: Performance Review

If (employee name) ____________________ employed to the position of Editor-In-Chief does not meet their responsibilities as defined in this contract, or bridge any terms in this contract, they will receive a 1st notice from the Over The Edge Board of Directors. The employee will have a second warning and if their performance fails to improve following the second warning the employee will be asked to resign their position at Over The Edge following the Board of Director’s appointment of a new Editor-In-Chief.