



Editors Ottawa–Gatineau  
Branch Executive  
2018–2019

## Branch Executive

### Elections and Appointments

At the annual general meeting, each branch must elect an executive of at least four people to be the chair, treasurer, secretary and public relations chair. Other executive positions are appointed.

A branch executive must be an Editors Canada member. Student affiliates are eligible to volunteer but may not be an elected or voting member of the executive.

### Executive Structure

Executive responsibilities vary depending on the portfolio. It is expected that each member will:

- attend four executive meetings per year
- follow branch policies and procedures
- review and revise their portfolio description annually
- meet with the position successor to familiarize the incoming chair of the responsibilities

**Chair:** Manages branch executive meetings, speaks on behalf of the branch as necessary, liaises with the regional director and contributes to the management of branch volunteers.

**Vice-Chair:** Assists the branch chair as needed, assists and supports the past chair in recruiting volunteers, assists the past chair at the annual general meeting, learns about branch and national affairs to assume chair duties.

**Treasurer:** Oversees the branch finances and prepares financial reports and budgets.

**Secretary:** Records the executive meeting minutes, provides the executive with the “action items” list arising from meetings and circulates the minutes.

**Capital Letters Blog Editor:** Calls for submissions for the *Capital Letters* blog, recommends types of content to obtain, edits submissions and adds content to the blog.

**Membership Chair:** Welcomes new members to the branch, greets Speakers Night attendees, leads recruitment activities and develops ways to serve and involve members in the branch.

**Public Relations Chair:** Recommends projects and activities to publicize branch events and editors’ services, liaises with related organizations and manages the branch social media accounts.

**Speakers Night Co-Chairs:** Recommends program topics for the Speakers Night events, finds and books speakers and hosts the events. Plans winter holiday party and summer social.

**Professional Development Co-Chairs:** Recommends seminar topics, finds instructors, coordinates seminar topics, provides articles for the blog, coordinates social media with the public relations chair and coordinates group training seminars.

**Francophone Relations:** The chair is the liaison with the branch Francophone members. The chair organizes and hosts member activities and welcomes new members to the branch.

**Past Chair:** Participates in branch executive discussions, manages executive election nominations and branch elections, provides continuity and advice to the executive (especially the branch chair) and works on extra projects of interest.

## **Executive Job Descriptions**

### **Branch Chair**

Plan and chair executive meeting

- find a venue for the meeting and set a meeting time
- prepare and distribute the meeting agenda
- review the action items from the last meeting
- lead the discussion on the agenda items
- conduct votes for any motions made

Support executive

- Before the September executive meeting, contact all the chairs to check if they have any concerns or questions, need assistance, or have suggestions for the coming term
- Ensure that the executive is welcome to contact the chair during the year
- Schedule an executive transition meeting with the new and current executive

Administration

- monitor and respond to email messages
- liaise with the Editors Canada national office staff on administrative matters
- Serves as signing officer with treasurer

### **Vice-Chair**

- The vice-chair assists the branch chair as needed, chairs the executive meetings when the chair is absent, assists and supports the past chair in recruiting volunteers, assists the past chair at the annual general meeting and learns about branch and national association affairs to assume the chair duties.

## **Secretary**

### Minutes

- Record minutes at each branch executive meeting based on a template
- Write up a draft of the current month's meeting minutes as soon as possible after the executive meeting
- Send the draft minutes to the executive for review and revisions
- Email the revised draft minutes to the executive before the next meeting

## **Treasurer**

### Financial reports

The treasurer submits the monthly financial statements to the branch executive and the annual financial statements to the Editors Canada treasurer.

### Annual budget

The treasurer prepares the budget using historical data from the previous year and anticipated budgetary items for the upcoming fiscal year. The treasurer and chair have access to the branch accounts and signing authority.

### The treasurer

- investigates and institute cost-saving strategies for the branch
- maintains and secure branch financial documents and files
- manages accounts receivable and accounts payable
- makes bank deposits and online seminars deposits
- reconciles bank statements

## **Capital Letters Blog Editor**

The blog is a marketing and information tool for the branch. It should be coordinated to help market and publicize the branch's events and seminars.

### The blog editor

- works closely with executive chairs to align the blog direction and content with branch goals
- generates content by soliciting contributions
- writes blog posts
- edits and publishes posts
- prepares a posting schedule
- ensures seminar and Speakers Night information promptly posted
- maintains the quality and standard of the blog as well as content
- responds to and moderates comments

- analyzes blog data to gauge content performance
- maintains the blog on WordPress

### **Speakers Night Co-Chairs**

The Speakers Night chairs are responsible for organizing a program (a speech, panel discussion or other presentation). Speakers Night are held the third Wednesday of the month from September to November and January to May.

#### Design the Speakers Night schedule

The schedule should reflect the interests of novice editors and veteran editors, new members and members in long-standing, freelance editors and in-house editors.

#### Find and book speakers/panelists

- You can find speakers by consulting the branch executive, members or through recommendations.
- Plan the Speakers Night events during the summer and fall:
  - prepare a proposed plan for the series
  - contact and book guest speakers for at the fall events
  - research or book guest speakers for the winter and spring events
- Gauge a potential speaker's interest and suitability by phone or email and determine availability
- Book speakers in advance
- Request a brief biography from the speaker(s) to be included in the *Capital Letters* blog, the branch website, and social media
- Ensure that the speaker has the information needed for the event and ask about their audiovisual and other special requirements
- Presentations are approximately 20 minutes with 10 minutes for questions
- Prepare an announcement that includes the topic description, the speaker's biography, venue information, date and time, and send to blog editor and public relations chair

#### Speakers Night procedures

- Ensure that the room seating is set up and that AV equipment is working
- Greet the speaker
- Emcee the presentation part of the evening by introducing the speakers and moderating questions
- Make a brief announcement to promote next month's program
- Keep an eye on the time and close the program by thanking the speaker(s)

#### Speaker gifts and notes

- Speakers receive a thank you card with a \$50 gift card

## **Special events**

### Wine and Cheese

The branch's annual wine and cheese social is the November Speakers Night event. The Speakers Night chair prepares the invitation and sends it to the blog editor and the public relations chair for distribution.

## **Professional Development Co-Chairs**

The Professional Development Co-Chairs are responsible for developing the branch's annual seminar series. Seminar preparation begins in the winter by discussing possible topics for the next series.

The chair evaluates the series during the year to determine what seminars to conduct in the next series, develops new seminar topics, recruits instructors and reviews the topics selected for the new series with the executive.

### The Professional Development Co-Chairs

- coordinate seminar dates with instructors
- book the venue
- ask instructors to prepare and send a seminar description and biography
- follow-up with the instructors about registrant evaluations and comments
- work with the public relations chair to promote seminars through social media and to related organizations
- prepare the seminar materials
- answer inquiries about seminar topics, dates, cost, etc.
- coordinate volunteers to host seminars
- provide seminar hosts with hosting guidelines and seminar event information

### Group training seminars

In 2013, the branch started to offer group training (in-house) seminars to government departments and companies. The Professional Development Co-Chairs are responsible for coordinating group training events.

## **Membership Chair**

The membership chair is the branch liaison with members and has the following responsibilities

- receives the monthly membership list from the chair
- updates monthly membership data
- sends a "welcome to Editors Ottawa–Gatineau" letter to new members summarizing the benefits of membership, event dates and links to branch web pages (seminars, Speakers Night)

- welcomes attendees at Speakers Night meetings (checks membership cards or membership list, provides name badges, collects non-member admission fee, issues receipts)
- recommends and manages activities to help members network
- develops ways to serve and involve all types of members
- recruits and trains volunteers to help with the membership committee

### **Public Relations Chair**

The public relations chair is responsible for

- developing and implementing public relations marketing campaigns
- preparing advertising copy (or receives items from program chair and seminar chair) for local media and distributes items for publication
- managing content for the social media sites (Twitter and Facebook)
- liaising with related communication organizations and associations to exchange information on meetings and seminars

### **Francophone Relations Chair**

The chair is the liaison with the branch Francophone members and is responsible for welcoming new members to the branch, organizing events and liaising with the branch about specific requirements for the group.

### **Past Chair**

The role of the past chair is primarily to advise the branch chair and help to preserve the institutional memory. The past chair also chairs the nominating committee for branch elections, manages the annual elections and chairs executive meetings if the branch chair or vice-chair is absent.

When the branch chair completes their term, they become past chair and continue to be an active executive member.