



## The Australian Association of Family Therapy Inc.

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### POSITION DESCRIPTION – EDITOR, AAFT NEWSLETTER

#### I. KEY OBJECTIVE

Co-ordinate the assembly of items for newsletter and work together with publisher  
Produce 4 editions of the AAFT Inc Newsletter per calendar year in accordance with production deadlines. Accountable and reportable to Vice President.

#### II. GENERAL DUTIES

Many of the duties of editor are tied to specific deadline dates. Therefore, not only are there certain duties to be performed but these must be performed according to a certain time scale. The following position description has been written to indicate the necessary timelines.

##### 1. Set Copy Deadline and Publication Dates for the year.

- 1.1 Each November the *copy deadline dates* and *publication dates* need to be set for the following year.
- 1.2 Allow four weeks in between copy deadline and publication date for compilation, layout, proof reading and printing (see cover of previous issues for example).

##### 2. Monitor Advertising & Billing process

- 2.1 An Advertisement Order Form must be completed by anyone advertising in the newsletter for contact and billing purposes. The form is available from the Editor, the Design & Layout Consultants (D&L's), the Office manager or is printed in the Newsletter.
- 2.2 The Advertising Order Form together with the Advertisement Copy should be sent direct to the Editor.
- 2.3 Any Advertisements received by the Editor should be forwarded to D&L's.
- 2.4 The Advertising Order Forms are forwarded to the Office Manager once the advertisement is prepared for printing.
- 2.5 The Office Manager invoices and receives payment for advertising.

#### III. SPECIFIC DUTIES (PER EDITION)

Each edition has a four week timeline between the 'copy deadline' and the 'publication date'.

WEEK ONE (week immediately following copy deadline date)

1. Write an editorial for each edition.
2. Preference should be given to submissions concerning family therapy.
3. Update front and back inside cover information and any other information printed in each edition of the newsletter.
4. Organize the advertising (this is normally sent direct to D&L's. Check requests for repeat advertisements for each edition.
5. Organize the layout and design in conjunction with D&L's
6. Instruct Office Manager to send mailing list to Mail house ASAP.
7. Organize the printing (D&L staff is geared to send the copy straight to the printers once proof read).

WEEK TWO

1. Forward unformatted copy to D&L's for layout and design.
2. D&L's will return copy for proof reading

WEEK THREE

1. Proof read prepared copy and return to D&L's for correction asap.

WEEK FOUR (allow 10 working days if possible)

1. D&L's forward finalised copy and forward to printers
2. Printer, prints copies
3. Printer forwards copies to Mail house.
4. Mail house places inserts in newsletter if necessary
5. Mail house distributes newsletter via Australia Post.

IV. EXTENT OF AUTHORITY

1. It is the responsibility of the Editor to ensure that the content of the AAFT Newsletter is in accordance with the AAFT aims and objectives.
2. Provide ..... report to Vice President at their request and/or before each Executive Meeting.