Division Newsletter Associate Editor
Job Description

The Associate Editor is co-opted internally to assist and deputise for the Newsletter Editor. The specific role of an individual Associate Editor will depend upon how they have agreed to share the responsibilities of the role with the Newsletter Editor.

South West Division aims to publish a newsletter twice yearly, usually in spring and autumn prior to the biannual meetings. Articles for the newsletter are provided by Executive Committee members, the wider Division membership and other sources. It is an in-house, online publication, a link for which is distributed to some 1,000 members in the South West Division.

The newsletter is intended to be a communication for all members to contribute articles, air their views on current issues, advertise events and share a whole range of useful information with colleagues in the South West Division. It is edited by a member of the Executive Committee who is responsible for:

- Encouraging various contributors, such as members of the Executive Committee; the wider membership of the Division; trainees (who do not need to be members of the College); service users; carers and poets etc to provide articles and relevant information.

- Arranging in advance of each biannual meeting for a member of the Executive Committee to prepare a review of the conference as well as encouraging members who attend to provide comments if they wish to, either anonymously or otherwise.

- Working closely with the Division Manager who is responsible for the design and layout of the publication.

- Working closely with the Leads to ensure that future conferences and events are appropriately advertised with sufficient information to attract the maximum attendance.

- Editing all articles prior to publication to ensure that they are appropriate, any relevant acknowledgements are made and copyright laws are not infringed, as well as checking on style and content before publication.

- Finalising and agreeing the final content/layout and writing the editorial in each issue.