

Job description

Function/Role:	EATA Newsletter Editor
Committee:	Independent role in close cooperation with Communication Committee (CC) and Executive Committee (EC)
Terms:	2 years
Elect/Shadow period:	1-year shadow
Max. years of extension:	Not defined
Tasks and responsibilities:	<ul style="list-style-type: none"> • The Editor is responsible for the overall quality of the intellectual content of the Newsletter. • The Editor is responsible for upholding the mission of the Newsletter and for selecting articles accordingly. • The Editor serves as chair of the editorial board and oversees its work. • The Editor may write editorials and solicit articles. • The Editor prepares an annual report for the EATA Council. • The Editor oversees the mission, policy and purpose of the Newsletter in consultation with the EATA Executive Committee and Communication Committee. • The Editor periodically reviews the Editorial mission and policy of the Newsletter, consults with the editorial board, and makes recommendations to the Council to change the mission and policy when deemed appropriate. • The Editor ensures that the published content is consistent with the editorial mission. • Editors must also verify facts and determine if an article is ready for publication, then approve final versions. • The Editor is responsible for overseeing the editorial review process including the proof reading before publication. • The Editor will seek opportunities to promote the journal. • The Editor will report any significant problems that might affect the quality or timely release of the Newsletter.
Competencies:	<ul style="list-style-type: none"> • Good editor has strong writing skills in English, read content submissions, does editing for spelling, punctuation and grammar.

	<ul style="list-style-type: none"> • Editor also need good judgment to decide what stories should run, and sound leadership abilities to motivate and guide writing process. • An editor might also work with an art designer to decide on layouts. • Editor must often be skilled in multimedia, and need to be social-media-savvy to promote the Newsletter.
TA competencies and requirements:	CTA or above (CTA, P(TSTA), TSTA, CTA-Trainer)
Special requirements:	<ul style="list-style-type: none"> • Enthusiasm to undertake the Editor role but ensuring recognition of all aspects of the reality of the role and the work involved. • Publication record of a number of articles and /or books (usually related to the Transactional analysis) • Being a reviewer for an international or national peer reviewed journal.
Other:	<p>There is a relevant body to work closely with: The Editorial Board, which tasks is:</p> <ul style="list-style-type: none"> • To review submitted articles • To advise on the Newsletter policy and goals • To work with the Editor to ensure ongoing development of the Newsletter • To identify relevant topics for each issue and to recommend priorities for publication.

Reviewed

Chair of CC Petra Gorsic	General Secretary Annamaria Cser	EC Member Peter Rudolph
Date: 01/06/2020	Date: 23/05/2020	Date: 18/03/2020