



## **PUBLICATIONS CO-ORDINATOR Job Description**

### **1 APPOINTMENT**

The Publications Co-ordinator is appointed by and is responsible to the Association's Board. The work is undertaken on a voluntary basis with an honorarium paid annually by the Association as decided by the Board.

### **2 DUTIES**

- 2.1 In liaison with the Publications Working Group, the Co-ordinator has overall responsibility for the annual programme of SLA publications.
- 2.2 Works in close co-operation with the Production Editor at all times.
- 2.2 Prepares the annual programme with estimated costs, for approval by the Working Group.
- 2.4 Contacts suggested authors through correspondence and telephone calls.
- 2.5 Organises an editor to oversee each publication.
- 2.6 Arranges for the completed draft manuscript to be read by two assessors - members of the Working Group or others, as appropriate.
- 2.7 Seeks Working Group approval before making a final agreement with an author and sending a contract.
- 2.8 Organises promotion and marketing for each new publication.
- 2.9 Serves as Publications Co-ordinator on the Board.
- 2.10 Chairs the Editorial Board and reports to the Board Officers.
- 2.11 Attends when appropriate Officers and Board meetings, plus any extra meetings of the Working Group.

### **3 EXPENSES**

- 3.1 All duties are carried out on a voluntary basis. An annual honorarium payment will be made retrospectively and paid quarterly, as approved by the Board.
- 3.2 Authorised travel, subsistence and overnight accommodation expenses are paid by the Association at the rates stated on the SLA travel claim forms. Claim forms are supplied by the SLA office. Please read the notes on the reverse before completion.

continued

**PUBLICATIONS CO-ORDINATOR**      continued

- 3.3      Expenses for meetings and other Committee gatherings are normally paid by BACS directly into your bank account, during the week following a meeting. Alternatively claims submitted by post will be paid at the end of the month.
- 3.4      Commitments other than authorised representation at meetings and conferences must first be referred to the Director or Treasurer for approval of expenses.
- 3.5      Other reasonable expenses resulting from Association duties, such as post and telephone costs, may also be claimed by submitting a statement to the Director. For audit purposes, the statement must give all details with any relevant payment records/receipts attached. Claims of this kind should be made at regular intervals - monthly or quarterly as appropriate.
- 3.6      Where a committee member is invited to undertake a task of a sort that might be offered to a non-committee member, a fee will be offered and confirmed in writing. Examples    - Training course session, Text of SLA publication
- 3.7      Any queries about expense claims should be referred to the Director or Treasurer.

Revised 2017