

Editor-in-Chief, Blueprint Magazine

Position Description and Priorities

Reports To: Editor-in-Chief, Blueprint Magazine

Supervises: Blueprint Volunteers

Term of Office: May 1, 2019 to April 30, 2020 for 15 hrs/week

General Function: Hired by the President/Publisher, the Blueprint Editor-in-Chief is responsible for overseeing production of Blueprint on a monthly basis and ensuring all deadlines are met. The EIC hires and supervises the work of all Blueprint staff and volunteers.

Responsibilities:

1. Responsible for hiring the management team and overseeing the hiring process for general volunteers
2. Ensure all volunteers are properly oriented and trained
3. Meet regularly with management team
4. Manage all direct report staff and ensure the effective supervision of all staff and volunteers
5. Ensure that all Blueprint staff and volunteers are informed of and compliant with WLUSP policy and code of conduct, etc.
6. Facilitate regular professional development activities for Blueprint staff and volunteers
7. Oversee and participate in activities undertaken to recruit and orient new Blueprint staff and volunteers
8. Conduct mid-year reviews with members of the management team
9. Prepare and manage Blueprint's budget
10. Attend all staff meetings unless due warning is provided to the President
11. Attend all meetings and conferences as required by the the President
12. Ensure that Blueprint Magazine is sent to the printer on time
13. Responsible for the overall production of Blueprint Magazine and blueprintmagazine.ca
14. Manages and oversees all uses or representation of the Blueprint logo or brand
15. Prepare reports for the BOD as required by the BOD or President
16. Prepare a year-end transition report for the next EIC of Blueprint Magazine
17. Any other reasonable duties as required by the President/Publisher.