

INFO TO GO EDITOR POSITION DESCRIPTION

The editor of Info To Go is responsible for producing the daily newsletter at the Alberta Library Conference and for ensuring that it is relevant, informative, interesting and accurate.

Key Duties and Responsibilities

- ~~///~~ solicits news and conference highlights including announcements such as award recipients and new board members
- ~~///~~ decides on lay-out and style
- ~~///~~ sets submission deadlines
- ~~///~~ provides submissions box, computer, good quality printer and four different colours of legal size paper for photocopying. Access to a digital camera is also an asset. (costs for paper, etc., are reimbursed)
- ~~///~~ edits and prepares four newsletters (Thursday, Friday, Saturday and Sunday)
- ~~///~~ proofreads the copy before printing
- ~~///~~ copies the newsletter and leaves it at the Conference Registration Desk before 6 a.m. (currently making 500 copies per day)
- ~~///~~ attends the Conference Planning Committee meetings

Suggested Content

- ~~///~~ announce changes and updates to program
- ~~///~~ introduce ALC Planning Committee
- ~~///~~ promote 1st Timer's Reception
- ~~///~~ promote upcoming events and activities
- ~~///~~ review highlights of the day and the Conference in general
- ~~///~~ publish exhibit hours
- ~~///~~ thank sponsors and exhibitors
- ~~///~~ create contests, trivia or something else to draw readers
- ~~///~~ announce award recipients
- ~~///~~ announce new boards
- ~~///~~ review keynote speakers
- ~~///~~ remind delegates to return evaluation forms and name tags