

Editors - Terms of Reference

Composition

One editor for each publication (*Canadian Field-Naturalist* and *Trail & Landscape*) and special publication appointed by the Board on the recommendation of the Publications Committee. Editors may appoint assistant editors as required, with approval of the Board of Directors.

Mandate

1. To ensure that the content of the publication is consistent with the established editorial policy.
2. To produce the publication and ensure that the publication schedule is met.
3. To keep the Publications Committee informed of any issue arising in regards to the publication.

Duties

1. Identifying when associate editor(s) are needed.
2. Recommending the appointment of associate editor(s) to the Publications Committee.
3. Identifying when assistant editor(s) are needed.
4. Recommending the appointment of assistant editor(s) to the Publications Committee.
5. Meeting occasionally with the Board as required, to keep the Board informed on the progress of the publication.
6. Sending a copy of all editorials to the President and the Publications Committee prior to publication.
7. Recommending editorial policy changes to the Publications Committee.
8. The editor of *Trail & Landscape* will keep records of costs and prepare an annual budget, as no business manager is currently appointed. (Publications Committee meeting, 30 October 1992).