

DUTIES AND RESPONSIBILITIES of IIW EDITOR

The IIW Editor holds NO POSITION on either the IIW Executive or the IIW Governing Body and must NOT hold any other elected or appointed IW position while in this role. It is an honorary post and no money would be paid for any work undertaken or time devoted to perform duty as IIW Editor.

- IIW Editor is responsible for the **collection** and **editing** of news stories **for the IIW Website** from **Board Directors** and **UN Representatives**, each through the **Vice President, National Representatives** and **District Chairmen of Countries with no National Representative** and **National Editors**. The edited stories are to be **forwarded to the IIW Administrator** for website content inclusion.
- IIW Editor should **communicate** clearly to Board Directors and UN Representatives through the **Vice President, National Representatives** and **District Chairmen with no National Representatives** and **National Representatives** her expectations of how material is to be submitted as per the **IIW Publication Protocol Guidelines**.
- IIW Editor is responsible for **producing the content** for inclusion in the **annual IIW magazine** or any other relevant IIW Publication, **reflecting the particular focus desired by the IIW President**.
- Before each IIW Executive and Governing Body meeting, the IIW Editor is to **submit her report through IIW Administration**. This report must also be précised and written in the third person for the Minutes.
- IIW Editor attends the International Inner Wheel Convention to gather reports, stories and photographs for the IIW website and assist the Immediate Past President as required as part of the communication policy. International Inner Wheel pays for travel and hotel expenses as specific and relevant to the Convention.
- The IIW Editor cannot travel in any official capacity and is encouraged to check first with IIW Administration as to the **travel itinerary of the President and the Immediate Past President**.
- Contact between the outgoing and incoming Editors is encouraged. The outgoing Editor is to release all outstanding IIW material. To facilitate this both outgoing and incoming Editors should **attend part of the June Executive meeting**. Attendance at Governing Body meetings is **by invitation of the President** as and when required.
- **It is essential** that anyone producing articles for the IIW Website should **not** use material, photographs or graphics taken without permission from external sources. News and other organisations do track the unauthorised use of licensed materials and can be quite ruthless in extracting high payments when misused items are discovered.