

# **IPSO EDITOR ELECT**

## **QUALIFICATIONS**

- Organizational skills
- Communication skills
- Speaks good English – speaking Spanish and/or another IPA language is useful
- Previous editorial experience not needed per se, although publishing/scientific writing experience is highly beneficial

## **IPSO REPRESENTATION**

- Represents IPSO as an IPSO officer, not as a member of his/her own IPA Society
- Attends events, speaks, socializes, raise awareness about IPSO, promotes IPSO programs, recruits Reps & members

## **TRAINING AS EDITOR ELECT**

- Follows the Editor's guidance as to their tasks. Some of these will be attributed to him/her individually, while at most times, the Editor Elect will be following the Editor's work (through emails) to become familiar with the Editorial tasks.

## **SPECIFIC EDITOR ELECT'S ROLES**

- Participates in the Website/Media taskforce, managing posting on Facebook and Instagram
- Participates in the COPLAN team
- Organises and distribute the members certificates (for event participation).
- Other individual tasks as applicable and assigned by the Editor

## **PROJECTS**

- Assists the Editor in the editorial projects, i.e.: helping review, edit and organize contents, and helping with the communication with the ExCom, according to the Editor's requests
- Assists in the creation and maintenance of the IPSO archive

## **COMMUNICATION**

- Communicates regularly with ExCom, VP Elect, IPSO Representatives, candidates, other regional psychoanalytic organisations using email, WhatsApp, online and in-person meetings.

## **REPORTS**

- Provides or assists with reports as requested by the Editor (financial, meetings, etc.).

## **FINANCIAL**

- Submits annual budget to Treasurer and Treasurer Elect