

IPSO EDITOR

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
- Attends IPSO writing awards

TRAINING EDITOR ELECT'S

- Creates & implements Editors Elect Training Plan; regular recurring meetings with Vice-President Elect: goals, projects, problems or questions.

PROJECTS

- Takes care of the Newsletter, every semester: July and December
- Edits the IPSO Journal, on a yearly basis
- Coordinates the “Media pack”; website and social media: WhatsApp, Facebook, Instagram, YouTube
- Maintains the archive of IPSO
- Collaborates with others on new projects and ideas to develop, expand and increase the editorial quality of IPSO

COMMUNICATION

- Communicates regularly with ExCom, VP Elect, IPSO Representatives, candidates, other regional psychoanalytic organisations using email, WhatsApp, online and in-person meetings.
- Supervises all the exchanges of the ExCom communication with its members (namely the “mass emails” to all members), editing and formatting all the texts

CONGRESS

- Is responsible for all the calls for papers, in coordination with the Vice Presidents
- Coordinates the reviewing process and the reviewing team
- Provide the CERTIFICATES needed for the Congress Awards

REPORTS

- Writes two annual reports for the Newsletters: July and December
- Prepares an annual report (using PP or similar) for the ExCom Annual Meeting
- Prepares a biannual report (using PP or similar) for the IPSO Business Meeting

FINANCIAL

- Submits annual budget to Treasurer and Treasurer Elect