

1) Editor-in-Chief

- a. The Editor-in-Chief has overall responsibility for the content, production and strategic direction of the newspaper.
- b. The Editor-in-Chief is the chair of the media group and of meetings of the Committee.
- c. In the event of a tied vote, the Editor-in-Chief has the casting vote.
- d. The Editor-in-Chief is responsible for ensuring that bathimpact fulfils its obligations under the Media Constitution, including attending Media Executive meetings.
- e. The Editor-in-Chief has the responsibility of producing a page plan by the Monday of production week.
- f. The Editor-in-Chief is responsible for liaising with SU Marketing to ensure that advertising space is properly allocated.
- g. The Editor-in-Chief is a financial signatory.

2) Deputy Editor-in-Chief

- a. The Deputy Editor-in-Chief assumes the role of Editor-in-Chief in their absence.
- b. The Deputy Editor-in-Chief may assist the Editor-in-Chief and other section editors in editing articles for style and length and ensuring that the newspaper has a consistent style.
- c. The Deputy Editor-in-Chief may be required to lay-up parts of bathimpact which do not have designated section editors on behalf of the Editor-in-Chief.
- d. The Deputy Editor-in-Chief will assist the Editor-in-Chief in dealing with organisational, administrative or disciplinary issues with members.
- e. The Deputy Editor is responsible for the overall aesthetic of the newspaper.
- f. The Deputy Editor is responsible for coordinating the sub-editors and the sub-editing process on the day of production.

3) Secretary

- a. The Secretary is responsible for arranging and advertising Committee meetings and General Meetings.
- b. The Secretary should take minutes at all meetings which should be circulated as appropriate and made available online.
- c. The Secretary is, de facto, the Media Officer, in accordance with the Media Constitution.

4) Publicity and Distribution Officer

- a. The Publicity and Distribution Officer has responsibility for the promotion of bathimpact, engagement with and participation in the newspaper.
- b. The Publicity and Distribution Officer has responsibility for ensuring that bathimpact is distributed punctually and that the bins are well stocked.
- c. The Publicity and Distribution Officer has responsibility for liaising with activity groups and the SU regarding promotion of their groups, events and campaigns.

5) Online Editor

- a. The Online Editor is responsible for administrating the online contribution system.
- b. The Online Editor should maintain and develop the www.bathimpact.com website and ensure that it is kept up to date.
- c. The Online Editor should maintain and develop bathimpact's section of bathstudent.com.
- d. The Online Editor should work with the Publicity Officer to ensure that bathimpact takes advantage of any online marketing opportunities.

- e. The Online Editor has overall responsibility for the bathimpact drive.
- f. The Online Editor is responsible for maintenance of the Object Library and InDesign templates.
- g. The Online Editor should ensure that all bathimpact content is put online.

6) News and Comment Editor

- a. The News and Comment Editor is responsible for the News and Comment sections. News and Comment refers to articles which either inform the reader of the news or comment on a national or student news item.
- b. The News and Comment Editor should hold regular meetings with anyone who assists in any way with the production of their sections.
- c. The News and Comment Editor is responsible for the production and content of their sections.
- d. Any errors or inaccuracies in content are the responsibility of the News and Comment Editor.

7) Sport Editor

- a. The Sport Editor is responsible for the Sport section. Sport refers to articles which either inform the reader of sporting news or comment on a national or student sport item.
- b. The Sport Editor should hold regular meetings with anyone who assists in any way with the production of their section.
- c. The Sport Editor is responsible for the production and content of their section. Any errors or inaccuracies in content are the responsibility of the Sport Editor.

8) bite Editor

- a. The bite Editor is responsible for the bite section. bite articles are articles which conform to the theme for that particular issue of bite. The theme of bite is decided by the bite Editor.
- b. The bite Editor should hold regular meetings with anyone who assists in any way with the production of their section.
- c. The bite Editor is responsible for the production and content of their section.
- d. Any errors or inaccuracies in content are the responsibility of the bite Editor.

9) Features Editor

- a. The Features Editor is responsible for the Features sections. The Features sections are specific sections which cover particular areas (eg. Science, International, Activities, Media). The Features Editor must ensure that Activities remains as a permanent section.
- b. The Features Editor should hold regular meetings with anyone who assists in any way with the production of their sections.
- c. The Features Editor is responsible for the production and content of their sections.
- d. Any errors or inaccuracies in content are the responsibility of the Features Editor.

10) Photography Editor

- a. The Photography Editor is responsible for sourcing all photos and pictures in the newspaper.
- b. The Photography Editor should hold regular meetings with anyone who assists in any way with the production of their section.
- c. The Photography Editor is responsible for ensuring the legality of all pictures.
- d. Any improperly credited or sourced pictures are the responsibility of the Photography Editor.

11) Design Editor

- a. The Design Editor is responsible for overseeing the laying up process.

- b. The Design Editor should manage a team of designers for each section.
- c. A Section Designer is responsible for implementing the creative vision of the Section Editor.
- d. The Design Editor should hold regular meetings with anyone who assists in any way with the design of the newspaper.
- e. The Design Editor reports directly to the Deputy Editor-in-Chief and Editor-in-Chief.