

Hi there,

I would like to be an Editor at Impact Magazine please.



SECTION 1 - YOU

My name is:

My student ID number is:

I'm applying for the position of (see next page for list of titles):

My university e-mail address is:

@nottingham.ac.uk

My preferred e-mail address is:

Signature:

SECTION 2 - YOUR MATE

You must now find a friend to 'second' your nomination and let them fill out this section...

My name is:

My student ID number is:

My university e-mail address is:

@nottingham.ac.uk

Signature:

SECTION 3 - SUBMISSION AND ATTENDANCE

THIS FORM IS ONLY VALID IF HANDED INTO THE IMPACT OFFICE BY 5PM ON THE 27TH APRIL 2007.

If you cannot attend the elections on the 30th of April, please tick here []

If you know someone who would like to read your speech in your absence out please write their information here:

We look forward to seeing you at the elections. Please note that it's a fairly casual affair (so don't be nervous), but it can take some time so bring a drink/book/mp3 player if you need to. Also the senior editors will be rushing about like headless chickens, so if you need their attention don't be afraid to grab them.

SECTION 4 - POSITION DETAILS

Positions should be looked at in full in our constitution (available at <http://www.freewebs.com/djbrennez/Impact.pdf>) - but here's a brief rundown of duties from the constitution:

2.3 - Duties

- a) All officers on the Editorial Team shall:
- i) ensure the regular production, management and distribution of Impact.
 - ii) remain sensitive to the interests of its student readership.
 - iii) adhere to the rules and regulations of the Students' Union's Constitution and Regulations and ensure that Impact recognises its responsibilities.
 - iv) attend meetings co-ordinated by the Senior Editors.
 - v) recruit and train new members.
- b) The Editor-In-Chief shall:
- i) be held ultimately responsible for the content of the magazine and the website.
 - ii) be ultimately responsible for the overall production of Impact, the content, style and development of the magazine and website.
 - iii) deal with all matters arising from the Students' Union and its associated bodies.
 - iv) liaise and act as a first point of contact with outside bodies.
 - v) be responsible for final proofing and layout of the magazine and website.
 - vi) liaise with all Editors.
 - vii) organise socials.
 - viii) organise Senior Editors' meetings.
 - ix) organise Impact General Elections and By-elections.
 - x) ensure Impact's equipment is maintained and developed.
 - xi) oversee Impact's budget
 - xii) attend a publication design software training period of minimum 5 days duration during the summer vacation period unless suitably qualified.
- c) The Editor shall:
- i) be held responsible for the content of the magazine.
 - ii) be responsible for the production of Impact, the content, style and development of the magazine.
 - iii) liaise with the Students' Union.
 - iv) liaise with outside bodies.
 - v) be responsible for proofing and layout of the magazine.
 - vi) liaise with all Editors.
 - vii) act as a first point of contact for writers.
 - viii) co-ordinate meetings and liaise with Writing and Image Teams.
 - ix) develop ideas and recommend material for inclusion in the magazine.
 - x) commission ideas by the Writing and Image Teams.
 - xi) organise Impact General Elections and By-elections.
 - xii) organise socials.
 - xiii) attend a publication design software training period of minimum 5 days duration during the summer vacation period unless suitably qualified.
- d) The Managing Editor shall:
- i) be responsible for co-ordinating the Publicity Team.
 - ii) liaise with the Students' Union's Marketing Team.
 - iii) liaise with outside bodies responsible for PR of the magazine.
 - iv) ensure the effective distribution of the magazine across all campuses and other student locations.
 - v) maintain the impact mailing lists.
 - vi) help co-ordinate Impact's presence at freshers' and re-freshers' fayres.
 - vii) develop fund-raising initiatives.
 - viii) keep records of Impact's expenses account and provide the Editorial Team with regular updates.
 - ix) liaise with the Students' Union Treasury.
- e) The Design Editor shall:
- i) be responsible for the appearance of the magazine and website.
 - ii) be responsible for the production of Impact, the content, style and development of the magazine.
 - iii) co-ordinate meetings and liaise with the Image Team.
 - iv) liaise with outside bodies responsible for printing of the magazine.
 - v) be responsible for proofing and layout of the magazine.
 - vi) liaise with other Senior Editors.
 - vii) be responsible for training designers.
 - viii) host a publication design software training period of minimum 5 days duration during the summer vacation period.
- f) The Associate Editor(s) shall:
- i) be held responsible for the content of the magazine.
 - ii) liaise with the Students' Union.
 - iii) liaise with outside bodies.
 - iv) be responsible for proofing and layout of the magazine.
 - v) liaise with other General Editors.
 - vi) develop ideas and recommend material for inclusion in the magazine.
 - vii) commission ideas by the Writing Teams.
- g) The Associate Design Editor(s) shall:
- i) be responsible for the appearance of the magazine.
 - ii) be responsible for the production of Impact, the content, style and development of the magazine.
 - iii) liaise with the Image Team.
 - iv) liaise with outside bodies responsible for printing of the magazine.
 - v) be responsible for proofing and layout of the magazine.
- h) The Web Editor(s) shall:
- i) be responsible for the appearance of the Impact website.
 - ii) be responsible for the production of the website, including its content, style and development.
 - iii) liaise with the Writing and Image Teams.
 - iv) be responsible for proofing and layout of the website.
 - v) develop ideas and recommend material for inclusion in the websites.
- i) The Associate Managing Editor shall:
- i) be responsible for communication with other SU groups, specifically student-run services.
 - ii) be responsible for the maintenance of the website, in conjunction with these other bodies.
 - iii) liaise with URN, the TV Station, the Senior Editorial Team and the Publicity and Finance Manager.
 - iv) attend SRS Committee meetings.
 - v) develop ideas in conjunction with other SU groups and recommend material for inclusion in the website and magazine.
 - vi) liaise with all Editors, and provide a service of mitigation between section editors and senior editors.
 - vii) take minutes at Impact AGMs.
- j) The Publicity Officer(s) shall:
- i) liaise with the Students' Union's Marketing Team.
 - ii) liaise with outside bodies responsible for PR of the magazine.
 - iii) ensure the effective distribution of the magazine across all campuses and other student locations.
 - iv) maintain the impact mailing lists.
 - v) help co-ordinate Impact's presence at freshers' and re-freshers' fayres
- k) The Image Editor(s) shall:
- i) be responsible for the appearance of the magazine and website.
 - ii) be responsible for the production of Impact, the content, style and development of the magazine.
 - iii) co-ordinate meetings and liaise with the Image Team.
 - iv) liaise with outside bodies responsible for photographs and illustrations in the magazine.
 - v) be responsible for training photographers.
- l) The News and Sports Editors shall:
- i) be the first point of contact for News and Sport Reporters.
 - ii) co-ordinate the News and Sports Reporting Teams.
 - iii) develop ideas and recommend material for inclusion in the magazine.
 - iv) commission ideas by the Reporting Teams.
 - v) be responsible for uploading relevant section content to the website.
- m) The Music, Arts, Nights, Film and Technology Editors shall:
- i) be the first point of contact for Review Writers.
 - ii) co-ordinate their section meetings with their Review Writers.
 - iii) develop ideas and recommend material for inclusion in the magazine.
 - iv) commission ideas by the Review Writers.
 - v) liaise with outside bodies.
 - vi) be responsible for uploading relevant section content to the website.
- n) The Fashion Editors shall:
- i) be the first point of contact for Fashion Writers.
 - ii) co-ordinate their section meetings with their Fashion Writers.
 - iii) develop ideas and recommend material for inclusion in the magazine.
 - iv) commission ideas by the Fashion Writers.
 - v) liaise with outside bodies.
 - vi) be responsible for uploading relevant section content to the website.
- o) The Travel Editors shall:
- i) be the first point of contact for Travel Writers.
 - ii) co-ordinate their section meetings with their Travel Writers.
 - iii) develop ideas and recommend material for inclusion in the magazine.
 - iv) commission ideas by the Travel Writers.
 - v) liaise with outside bodies.
 - vi) be responsible for uploading relevant section content to the website.