

Alki Editor

Appointed Position

Description

Alki is an official publication of the Washington Library Association. It provides Association members in-depth information about library issues and concerns, exposure to library research, and an opportunity for new writers to publish articles in a library journal.

The *Alki* Editor is responsible for providing a balanced mixture of relevant and thoughtful articles and features on the interests, responsibilities, and concerns of all library personnel. The journal should be a leader in the field by raising the consciousness of the profession which it serves. *Alki* should be an aggressive, responsive, and inspirational voice reflecting WLA to a diverse library community.

- Appointed by WLA Board President
- Evaluated by the President with input from the *Alki* Editorial Committee Chair and Marketing and Communications Committee Chair

Responsibilities

Work effectively with the *Alki* Editorial Committee, Executive Board, Marketing and Communications Committee, Association staff, contributors, and the library community

- Establish content of *Alki*, in conjunction with Editorial Committee, and meet with the Committee at least three times per year
- Identify trends of interest and concern to membership that might be represented in *Alki* content
- Communicate with and solicit input from the *Alki* Editorial Committee regarding editorial policy, business, issue themes, content, and procedure items
- Set issue theme and establish tone, substance, and personality of *Alki* in conjunction with Editorial Committee
- Maintain access to a reliable computer, appropriate software, and internet access

Ensure that the journal complies with the Publication Guidelines adopted by the WLA Board

- Develop, review, and implement editorial policy, as established by Committee
- Perform editorial and production work, including proofreading, fact checking, coordinating with designer on layout and graphics, and coordinating with Association office on publication via the Association website
- Submit vouchers and coordinate *Alki* fiscal matters with the Association office

Prepare and coordinate communications related to *Alki*

- Coordinate advertising and business aspects of *Alki*, including soliciting and placing advertising and ensuring information is given to Association office for preparation and distribution of invoices
- Work with the WLA office to maintain subscriber lists
- Attend and report on *Alki* at Association Board meetings
- Attend WLA Annual Conference