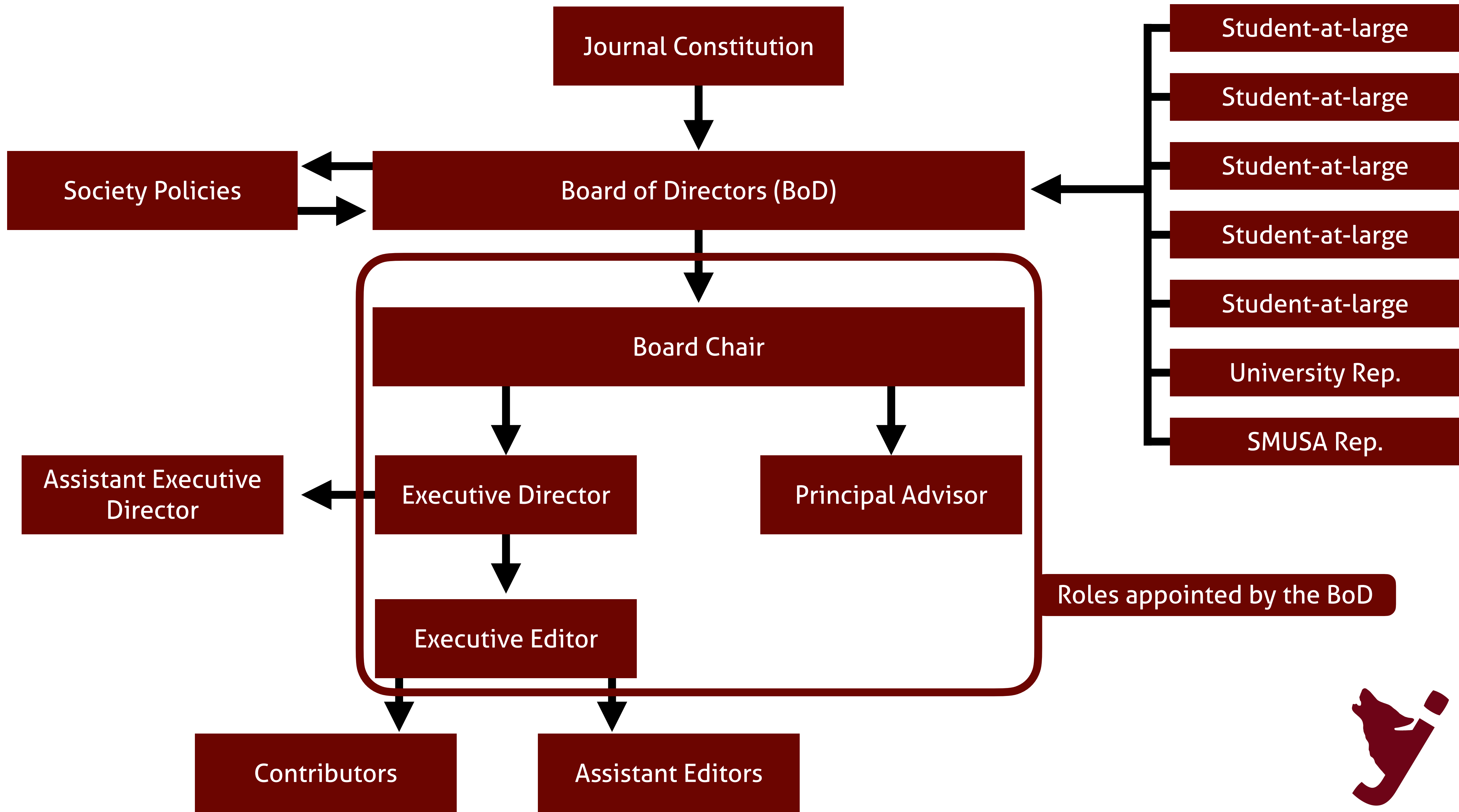




Journal Publishing Society Organization Chart + Role Descriptions



Constitution

- ✔ The Journal's highest governing document
- ✔ Outlines the Journal's purpose and operating structure
- ✔ The constitution can only be altered by a majority member vote at an Annual General Meeting (AGM)
- ✔ The Journal's constitution can be viewed at thesmujournal.ca/documents

Student-at-Large

- ✔ No more than 5 and no fewer than 4 representatives appointed from the SMU student body
- ✔ Student-at-large members must be active SMU students, are appointed by the board, and re-appointed during an AGM
- ✔ Discusses and votes on matters of the society

Board Chair

- ✔ The Journal's highest individual officer
- ✔ Coordinates the society's strategic direction
- ✔ Manages the Journal's highest stakeholders (i.e. SMU & SMUSA)
- ✔ Chairs board meetings
- ✔ Oversees executive staff on behalf of the board

Board of Directors

- ✔ The Journal's governing body
- ✔ Made up of seven representatives
- ✔ Curates the society's strategic direction
- ✔ Approves the Journal's annual budget
- ✔ Appoints the Board Chair, Executive Director, and Executive Editor
- ✔ The only body able to overrule editorial decisions

University Representative

- ✔ Appointed by SMU's president to sit on the Journal's board of directors
- ✔ Discusses and votes on matters of the society
- ✔ The Journal's board requires one University representative

Executive Director

- ✔ The Journal's primary manager
- ✔ Appointed by the board
- ✔ Oversees recruitment, marketing, ad sales, Human Resources, Information Technology, and Finance
- ✔ Supports but does not direct editorial content
- ✔ Manages secondary stakeholders (i.e. societies)

Society Policies

- ✔ Lesser governing documents that outline and direct various board and society processes
- ✔ Policies are proposed and passed by the Board of Directors

SMUSA Representative

- ✔ Appointed by SMUSA's president to sit on the Journal's board of directors
- ✔ Discusses and votes on matters of the society
- ✔ The Journal's board requires one University representative

Principal Advisor

- ✔ A third-party contractor hired by the Board
- ✔ Primarily participates in finance, IT, and Operations
- ✔ Supports the Board Chair and executive team members with Journal operations



Executive Editor

- ✔ Responsible for all editorial content
- ✔ Oversees assistant editors and contributors
- ✔ Approves all published content
- ✔ Edits and writes content as needed

Assistant Executive Director

- ✔ Assist the Executive Director
- ✔ Responds to society emails
- ✔ Supports marketing, IT, ad sales, recruitment, and finance

Assistant Editors

- ✔ Edits all contributor content
- ✔ Writes as needed
- ✔ Manages Journal social media
- ✔ Publishes Journal newsletter

Contributors

- ✔ Writes for their approved section
- ✔ Contributes additional articles as approved
- ✔ Incorporates edits provided by editors

