

### **Purpose of the Editor position:**

The ICS News Editor is a key member of the Publications & Communications Committee (PCC) and reports to the Chair of the PCC as well as to the General Secretary. He or she is considered a member of the ICS team and offers leadership in the strategic planning, operation, and evaluation of the biannual newsletter, printed materials, conference materials and the ICS Web site.

These tasks are achieved by creating and sustaining a quality newsletter, recruiting articles, assisting Chairs to provide reports, participating in review of printed information produced by the ICS for public or Trustee use, and working with other members of the PCC utilizing the Newsletter strategically to enhance the profile of the ICS.

### **Key Roles and Responsibilities:**

1. Understands the global and multidisciplinary nature of the ICS and ensures that ICS News reflects the Mission and Vision of the ICS.
2. Participates in regular online discussion with the Chair and PCC committee members.
3. Reviews Fact sheets in collaboration with the ICS office providing names of key reviewers of the fact sheets, timelines for completion and follow up.
4. Twice a year, attends meetings of the ICS Board of Trustees and the PCC, as well as the annual Scientific meeting.
5. Organises and presides over Press activities at ASM in conjunction with PCO.
6. Organises member coverage of the annual meeting and delegates to PCC members specific speakers or sessions so that comprehensive coverage of all ASM events occurs, including SOS, poster sessions, podium presentations, Awards and prizes, interviews local Chair and Scientific Chair of the ASM.
7. Generates newsletter items from the annual meeting, summarizes key sections of the meeting and highlights specific accomplishments of members.
8. Reviews all copy for accuracy and layout prior to being sent to the printer.
9. Coordinates book reviews, Fact Sheets, review of educational courses, seeks articles and reports for content in ICS News, ensures ctm Chairs provide copy of their activities; does copy and text editing of submissions (often from authors whose 1st language is not English), assists PCO and local organising CTM with advertising.
10. Encourages Committee Chairs to write annual report and motivates ICS members to contribute articles of clinical interest.
11. Ensures guidelines for procedures of ICS news is regularly updated in collaboration with office staff.

**Requirements:** Native English speaker with journalism experience and strong editing skills related to healthcare and particularly continence; very good communication skills;

understanding of international issues related to continence and healthcare; ability to work independently but also ability to delegate. Ability to travel to ASM and mid-term meeting flexibility in work hours.

**Time commitment:** 2 days a week on average with some periods of busy activity up to 5 days per week.