Role Description

Co-editor

Psychology Aotearoa

Position Title:
Co-editor of Psychology Aotearoa

Responsibility:
The co-editor, is responsible in conjunction with the NZPsS Executive Director (who is the other co-editor) for the content and production of Psychology Aotearoa.

Role of the Editor:

Psychology Aotearoa is published by the NZPsS twice yearly in May and November. It contains articles and feature sections on topics of general interest to psychologists including the teaching, training, research and practice of psychology, and social issues relevant to psychologists. It also provides a forum for members' views on psychology related issues.

The co-editor plays an important role in ensuring that Psychology Aotearoa is of a high standard and is valued by NZPsS members as a stimulating source of information and views on psychology and social justice issues in Aotearoa New Zealand.

The co-editor will contribute to the following

- Policies regarding the future direction of Psychology Aotearoa
- Communicating with the executive director in the planning of the forthcoming editions of Psychology Aotearoa e.g. in relation to
  - Psych-News
  - Forum
  - A point of view
  - Bicultural issues
  - Practice, Research, Education
  - International Perspectives
  - One on One
○ Student Forum (in conjunction with the student editor)

- Working with the co-editor regarding copy which is due 1 March for reviewed items and 1 April for all other items and 1 September and 1 October
- Soliciting contributors with the assistance of the co-editor
- Reviewing papers or arranging the reviewing of papers
- Writing an editorial

The NZPsS national office will assist with the following administration tasks

- Responding to contributors inquiries as appropriate
- Prompting regular contributors
- Completing the NZPsS News section of Psychology Aotearoa
- Setting up the template and formatting the publication
- Managing advertising
- Completing final proof reading
- Dispatching Psychology Aotearoa

September, 2013