



NEW ZEALAND ASSOCIATION OF LANGUAGE TEACHERS
TE RÔPŪ KAIWHAKAAKO REO O AOTEAROA

February 2006

Editor of *The New Zealand Language Teacher*

Job Description

The Editor will be responsible for

- seeking contributions to *The NZ Language Teacher*
- selecting articles in association with the nominated referees
- carrying out all tasks related to the publication and distribution of *The NZ Language Teacher*
- producing an annual edition for distribution in November
- retaining a copy of each edition for the NZALT archives
- liaising with the NZALT Executive member responsible for the Publicity & Marketing portfolio
- seeking new quotes from time to time for the publication costs
- ensuring costs are within budget
- presenting accounts for payment to the NZALT Treasurer before the end of the financial year

The Editor will be responsible to the Executive of NZALT.

The position is a two-year contract with an honorarium of \$750 for each edition.