



# NEW ZEALAND ASSOCIATION OF LANGUAGE TEACHERS

TE RÔPŪ KAIWHAKAAKO REO O AOTEAROA

## Patron

Her Excellency The Hon Dame Silvia Cartwright, PCNZM, DBE  
Governor-General of New Zealand

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February 2004

## Editor of *Polyglot*

### Job Description

**The Editor will be responsible for**

- seeking contributions to *Polyglot* from a wide source within the languages communities (e.g. Regional Officers, MOE, SLA, Classroom teachers, Portfolio holders)
- selecting articles for publications and seeking advice from one other Exec member if issues arise
- carrying out all tasks related to the publication and distribution of *Polyglot*
- producing two editions for distribution in Autumn and Spring
- liaising with the NZALT Executive member responsible for the Publicity 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.**