

Orbital

The Editor:

- Shall be responsible for overseeing the day-to-day running of the publication and has complete editorial control.
- Shall organise and chair the regularly scheduled board meetings.
- Shall be jointly responsible for the budget of the publication alongside the deputy editor.
- Shall be responsible for the overall handling of invoices relation to the publication with assistance from the administrative director.
- Shall be responsible for all communications and relations with external organisations including the college and RHSU.
- Shall be responsible for checking each copy of the publication and presenting it to the Supervising Trustee.
- Shall be responsible for implementing any amendments made by the Supervising Trustee before going to print.
- Shall ensure the correct constitutional practice of the publication is followed and must ensure it is upheld at all times (proposing amendments when necessary).
- Will, in conjunction with the deputy editor, present a report to the VP Societies & Media at the end of each term. They may also be required to present this to the General Meeting if requested.

The Deputy Editor:

- Shall assist the editor in the day-to-day running of the publication.
- Shall deputise the editor and fulfil that role in their absence.
- Shall be jointly responsible for the budget of the publication alongside the editor.
- Shall be responsible for communications and relations between the editor, the board and contributors.
- Shall be responsible for overseeing and enforcing deadlines from the editorial board.
- Shall assist in checking each copy of the publication before presenting it to the Supervising Trustee.
- Shall assist in implementing any amendments made by the Supervising Trustee before going to print.
- Will, in conjunction with the deputy editor, present a report to the VP Societies & Media at the end of each term. They may also be required to present this to the General Meeting if requested.