

Mandate of Committee

Work with the CPHR Alberta Marketing and Communications team to source, edit, and write content for CPHR Alberta Magazine (quarterly publication), HR Essentials, CPHR Alberta's blog, and for external publications including HR Reporter.

Reporting Relationship

Director, Marketing & Communications

Committee Responsibilities

The Editorial Committee is comprised of two groups: Team Leads and Committee Members.

Team Leads:

Deadline-oriented, up-to-date on HR trends and topics, and excited to share these trends with CPHR Alberta members and the public.

Time commitment: approximately 5-8 hours per month

- Manage team deadlines and ensure content is submitted by CPHR Alberta staff-determined deadlines
- Be available to meet via conference call once per month
- Communicate weekly through email
- Contribute ideas for editorial themes for HR Essentials
- Manage the delegation of responsibilities to volunteer team and the collection and review of submitted content by team members
- Ensure content submitted by team is relevant to the editorial theme, and fits CPHR Alberta's overall communications strategy

Committee Members:

Strong business writers, enjoy working in a team and on their own, ability to meet deadlines

Time commitment: approximately 5 hours per month

- Dedicate approximately 2-4 hours per month sourcing and/or proofreading articles
- As a team, ensure that at least 3-4 articles are sourced or written for each issue of HR Essentials and seek reprint permission to be published in the upcoming issue of the e-newsletter.
- As a team source/write 8-9 articles for your assigned issue of *CPHR Alberta Magazine*

CPHR Alberta Staff Responsibilities

- Work with Team Leads to ensure all information is submitted in a timely manner and fits the overall editorial scope of CPHR Alberta’s communications strategy
- Act as quality control and brand manager for Association’s brand – CPHR Alberta staff may have suggestions for the author if the article is original, may make changes to the author’s work to fit the CPHR Alberta brand voice, if the article is original, or may choose to not include the article if it does not meet CPHR Alberta brand and quality standards.
- Keep volunteer committee members engaged throughout the year and monitor participation levels; make adjustments to teams as see fit
- Work with Editorial Team to transition all sourced content for CPHR Alberta’s two publications to originally written material by CPHR Alberta Members
- Edit/Proof originally written articles

Membership Qualifications

- Must be a member of CPHR Alberta to participate in Editorial Committee
- Must have strong writing skills, have an interest in HR trends and topics, be open to sharing relevant HR knowledge and best practices

Meetings/Time Commitment

- Monthly conference call – one hour maximum
- Time required outside of meetings for reading articles and correspondence/follow-up
- Required for obtaining reprint permission for selected articles – 2-4 hours/month

CPD Log Credit

Up to 10 points per year towards Continuing Professional Development.

Budgetary Authority

CPHR Alberta staff only.