



CILIP Information Literacy Group

The role of the Information Literacy Website Editorial Team

1. Role of the Editorial Team

The role of the Editorial Team is to ensure that the Information Literacy website develops and maintains a reputation as a source of high-quality information for those interested in information literacy. In addition, it advises and supports the Website Manager, who has responsibility for the content of the website, by:

- Helping develop the strategic direction of the website
- Providing content for the website
- Maintaining and updating the website on a regular basis
- Promoting the website via Twitter and other online channels, at events and conferences, and through other routes as appropriate.

a) Providing input into strategy - Team members should provide advice on:

- Content and structure of website
- Future direction of the website
- Subject-specific expertise
- Ideas and innovations
- Policy developments.

b) Contributing content - Team members should:

- Help identify suitable content
- Add suitable content in terms of short pieces on the blog, articles and copy for other sections as appropriate
- Contribute ideas for commissions – making suggestions for both subject matter and potential authors.

c) Act as an ambassador for the IL website - Editorial Team members should help promote the website to possible contributors and readers.

d) Report regularly through the Manager to the CILIP Information Literacy Group.

2. Membership of the Editorial Team

- a) These are voluntary positions, and there is no remuneration related to the posts.
- b) Team members will be appointed by the Website Manager, with approval of the Chair of the CILIP Information Literacy Group.
- c) The term of office will be three years in the first instance, subject to review by Website Manager and the CILIP Information Literacy Group.
- d) Some team members may be asked to take responsibility for a specific section or aspect of the website.
- e) Team members must abide by any stated or implied confidentiality that attaches to the work of the editorial team during or after any period of membership.



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Attending Team meetings

Face-to-face editorial team meetings are usually held three times a year, with regular virtual meetings (e.g. by Skype) also taking place as required.

Travel and subsistence

All travel and subsistence expenses will be reimbursed in accordance with the CILIP Information Literacy Group policy.