

## HWLJ Positions:

- Executive Editor
  - Shares in the responsibility of heavily editing all notes and articles for final publication along with EIC (i.e. works extensively on the production aspects of publication)
  - Manages and works with 3L senior editors on answering questions during source pulls.
  - In charge of creating training material, handbooks, and assignments.
- Managing Editor
  - Deals with the day to day activities of the journal office, as in getting snacks and all supplies.
  - Collecting Dues.
  - Creating a budget.
  - Organizing fundraisers and team bonding activities.
- Executive Acquisitions Editor
  - In charge of sending inquiry letters to professors seeking submissions for Articles.
  - In charge of compiling and reviewing submissions from online submission avenues for review of EIC.
  - **Must work on this task over the summer.**
- Executive Note Editor
  - In charge of doing substantive edits on all notes that are to be published.
  - In charge of keeping all 2L staff editors on track to draft notes and ensure that they are of publishable quality.
- Executive Articles Editor
  - In charge of doing substantive edits on all articles.
- Executive Production Editor
  - Is in charge of macro formatting all notes and articles.
- Executive Symposium Editor
  - They are in charge of editing and reaching out to firms for donations for symposium.
  - Organizes all aspect of symposium, proposes a theme to the board, organizes speakers and panels.
  - Gets caterer, chooses food, creates and sends invitations.
    - Works with EIC to make these decisions.
- Executive Communications Editor
  - In charge of managing website and social media.
- 3L Senior Editors
  - Team Leaders
    - First point of contact for staff editors.
  - 1<sup>st</sup> round of substantive edits.
  - Must attend all programming