

Madibaz News Team Roles and Responsibilities:

Writer/Journalist:

- Compose clear and well-thought out news diaries
 - Research new and creative story angles
 - Engage and collaborate with the team where necessary
- Contribute to the newspaper on a regular basis
 - Research for ALL articles
 - Provide viable sources
 - Create engaging and thought-provoking content
 - Supply a suitable image for all articles
 - Edit and proofread article before submitting
- Consult with assigned photographer or alternative photographer for article image
 - Provide a brief to the photographer on the article as well as on the concept or idea for the imagery
- Stick to deadlines, attend team meetings and comply with the rules of the newspaper (for example, do not submit news diaries or articles late)

Section Editors:

- Compose clear and well-thought out news diaries
 - Research new and creative story angles
 - Engage and collaborate with the team where necessary
- Contribute to the newspaper on a regular basis
 - Research for ALL articles
 - Provide viable sources
 - Create engaging and thought-provoking content
 - Supply a suitable image for all articles
 - Edit and proofread article before submitting
- Consult with assigned photographer or alternative photographer for article image
 - Provide a brief to the photographer on the article as well as on the concept or idea for the imagery

- Stick to deadlines, attend team meetings and comply with the rules of the newspaper (for example, do not submit news diaries or articles late)
- Edit all articles – check for spelling and grammatical errors, proofread and fact-check articles
- Where possible, provide writers/journalists with constructive feedback that can be implemented in future articles
- Where possible, provide writers/journalists with reliable sources of information, leads for articles as well as tips and tools to improve their writing
- Encourage and motivate team to submit on a regular basis
 - Create a whatsapp group as well as an email group with team members to communicate deadlines, feedback etc. on a regular basis
 - Follow up with writers/journalists – ensure articles as well as images are being submitted, if not, take the necessary action
 - Create an excel document to track submissions
 - Conduct regular meetings to help improve the team's contribution and overall experience within the newspaper

Photographers:

- Engage with assigned team and make the effort to assist with article imagery
- Where possible, follow writer/journalist's brief and action accordingly
- Provide high quality imagery that links to articles
 - If necessary, edit imagery
- Contribute to the newspaper on a regular basis
- Stick to deadlines, attend team meetings and comply with the rules of the newspaper (for example, do not submit news diaries or articles late)

Designers

- Design and create content based on provided template
- Proofread and make sure work is neat and contains all vital information
- Stick to deadlines, attend team meetings and comply with the rules of the newspaper (for example, do not submit news diaries or articles late)

Senior Editor:

- Compose clear and well-thought out news diaries
 - Research new and creative story angles
 - Engage and collaborate with the team where necessary
- Contribute to the newspaper on a regular basis
 - Research for ALL articles
 - Provide viable sources
 - Create engaging and thought-provoking content
 - Supply a suitable image for all articles
 - Edit and proofread article before submitting
- Consult with assigned photographer or alternative photographer for article image
 - Provide a brief to the photographer on the article as well as on the concept or idea for the imagery
- Stick to deadlines, attend team meetings and comply with the rules of the newspaper (for example, do not submit news diaries or articles late)
- Edit all articles – check for spelling and grammatical errors, proofread and fact-check articles
- Where possible, provide writers/journalists as well as section editors with constructive feedback that can be implemented in future articles
- Where possible, provide writers/journalists as well as section editors with reliable sources of information, leads for articles as well as tips and tools to improve their writing
- Encourage and motivate team to submit on a regular basis
 - Create a whatsapp group as well as an email group with team members to communicate deadlines, feedback etc. on a regular basis
 - Follow up with writers/journalists – ensure articles as well as images are being submitted, if not, take the necessary action
 - Conduct regular meetings to help improve the team's contribution and overall experience within the newspaper

Communication and Marketing Team:

- To report directing to Sade' Prinsloo
- Updating and monitoring of the Marketing strategy
- Responsible for updating and maintaining the radio advert
- To execute the marketing and advertising plan of the newspaper
- Keep updated quarterly statistics and readership of the newspaper
- Responsible for getting sponsors and maintaining a relationship
- Marketing the MadibazNews Student Newspaper