



**Constitution of  
“JUXTAPOSITION GLOBAL HEALTH  
MAGAZINE”**

**Approved March 26, 2015**

## 1. NAME

The official name of this recognized campus group is “Juxtaposition Global Health Magazine”

The acronym or abbreviation of this group is: Juxtaposition or Juxta

## 2. PURPOSE AND OBJECTIVES

Juxtaposition Global Health Magazine is the first magazine created at the University of Toronto with focus on highlighting the social, medical, political, legal, and economic issues that are affecting the health of people throughout the world. “Juxtaposition” comes from the verb to juxtapose, defined as “the act or instance of placing two or more things side by side.” Correspondingly, the magazine aims to contrast perspectives raised by different disciplines, such as engineering, law, economics, medical anthropology, business, and health sciences, and to explore global health issues in a thought-provoking manner.

### **Juxtaposition overall objectives:**

- a) To critically analyze and promote dialogue about both ‘conventional’ global health issues, such as infant and maternal mortality related to poor sanitation and access to potable water, and ‘non-conventional’ issues, such as the lasting effects of the apartheid legacy: a two-tiered health system as apartheid and how the CIA enforcement of cold war policies undermined life expectancy and survival in the Congo.
- b) To provide a forum for student led dissemination of global health information.
- c) To promote and showcase the work and research of faculty, staff and students in global health taking place through the University of Toronto.
- d) To raise awareness of global health issues among the University of Toronto community: student, faculty, and staff.
- e) To promote an interdisciplinary approach in problem solving for global health concerns that encourages non-medical disciplines to liaise with medical disciplines.
- f) To provide leadership opportunities for students and alumni in the field of international health

### **Juxtaposition long-term goals:**

- a) To raise the profile of global health issues, with the emphasis on examining both policies and implementation of developed and developing countries on the health of global masses.
- b) To educate the University of Toronto community on issues affecting rights and health of the global community
- c) To be a forum of written discussion on global health issues, which will diversify to the current UofT student publications

### 3. MEMBERSHIP

Membership is open to any member of the University of Toronto community (students, staff, faculty, alumni). Since there are no formally paid member positions, there is no membership fee required.

Interested members are welcome to join the Juxtaposition-listserv and visit the website [www.juxtamagazine.org](http://www.juxtamagazine.org) where they will be informed of all upcoming meetings and opportunities for involvement.

All members may become executives, may vote in elections, and may propose and vote on constitutional amendments. Presently, Juxtaposition Global Health Magazine offers the following executive positions:

#### **Executive Board:**

#### ***Co-Editors-in-Chief***

*Editor-in-Chiefs* (2 positions): Two members will direct the daily activities of Juxtaposition Global Health Magazine throughout the course of the academic year. One editor-in-chief will focus on the editorial, while the other editor-in-chief will focus on production, sponsorship and publicity. However, both are responsible for the outcomes of the magazine and events. Therefore, most tasks are not exclusive to one EIC and they would be shared between the co-EICs. Depending on the skills of each individual the responsibilities can be shifted between the co-EICs.

#### ***Editorial Editor-in-Chief:***

*Responsibilities include:*

- Plan project outlines with co-Editor-in-Chief and oversee editorial and production schedule (in conjunction with Managing Editor(s) Writers-in-Residence and Associate Editors)
- Provide leadership to the Managing Editors, Associate Editors, and Writers-in-Residence
- Update editorial schedule and work plan with editorial staff at the end of every week along with managing editor(s);
- Ensure all components of the project work plan and strategy are being met within the specified timeframe;
- Liaise with Production Team to supervise the development of the master template and the final product with special emphasis on editorial content organization;
- Engage in on-going communication with co-Editor-in-Chief;
- Organize all general meetings with co-Editor-in-Chief and all editorial meetings with Managing Editor(s);
- Represent the organization at various community events, conferences, appointments with faculty or business meetings;

- Ensure that all actions are in compliance with the University policies and regulations as stipulated by the Juxtaposition Constitution; and
- Interview incoming interested members for various positions using the outlined interview process and documents.

*Skills preferred:*

- At least one year previous work on the Juxtaposition Executive team;
- Experience with leadership, teamwork, project planning and networking, resource utilization and management;
- Experience with project plan framework desired;
- Familiarity with University of Toronto Policies;
- Familiarity with the editorial review and production process;
- Prior editing experience and excellent English-language writing skills;
- Excellent communication skills to represent organization when meeting with potential sponsors, faculty and applicants;
- Ability to interview incoming members for various positions;
- Ability to meet with Faculty and Department heads when representing the magazine;
- Detail-oriented with strong organizational skills;
- Ability to work under deadlines;
- Time Commitment: 15-20 hours/week(varies with editorial and production schedule)

***Executive Editor-in Chief:***

*Responsibilities include:*

- Provide leadership to the Production Editors, Publicity Committee, Sponsorship Committee, Treasurer and Administrative Director;
- Organizing all general meetings with co-Editor-in-Chief and all sponsorship, publicity and production meetings with the respective committees;
- Plan project outlines and work schedule with the Publicity committee and Sponsorship committee;
- Plan production schedule coordinate print process with co-Editor-in-Chief and Production Editors;
- Ensuring all components of the project strategy and timeline are established and are being met within the specified timeframe, based on regular meetings, updating of work plan, and the Performance Review Policy outlined below if needed;
- Updates Work plan status at the end of every week;
- Print publication according to the principles of minimizing cost, and maximizing publicity and sponsorship
- Ensure that all actions are in compliance with the University policies and regulations as stipulated by the Juxtaposition Constitution.
- Engage in on-going rapport and updating with Co-Editor-in-Chief.
- Represents the organization at various community events, conferences, appointments with faculty and business meetings.
- Interview incoming interested members for various positions using the outlined Interview process and documents.

- Complete ULead and UTSU annual renewal for club membership and revise constitution;
- Sign all requests for rental of University space and equipment.

*Skills preferred:*

- Experience with leadership, teamwork, project planning, networking, resource utilization and management;
- At least one year previous work on the Juxtaposition Executive team.
- Familiarity with Adobe In-design and University of Toronto policies
- Excellent communication skills (e.g., ability to meet with Faculty and Department heads when representing the magazine, and resolve conflicts with staff member)
- Ability to interview incoming members for various positions
- Time Commitment: 15-20 hours/week (varies with Production deadlines)

## **Publicity Team**

### **Publicity Director:**

*Responsibilities include:*

- Lead the publicity team including associates and the social networker
- Promoting awareness of Juxtaposition at the University of Toronto throughout the campus
- Developing a PR plan along with the Executive Editor-in-Chief -including press releases to University of Toronto publications and web sites;
- Networking initiatives throughout campus (including classroom presentations, to department heads and faculty members, and at relevant campus events)
- Devise a structures work plan along with the Editor-in-Chief and ensure all objectives are being met in a timely fashion.
- All activities undertaken and planned should be documented and updated.

*Skills preferred:*

- Highly motivated, networking, communication and strong follow through strongly required.
- Time management, organizational and teamwork.
- Time Commitment: 10 hours/week; attendance to all general meetings recommended.

### **Social Networker:**

*Responsibilities include:*

- Oversee all social networks of Juxtaposition
- Updating Facebook and twitter account with global health news
- Updating the accounts with developments in Juxtaposition and Toronto Thinks
- Informing the Juxtaposition audience about global health events in Toronto
- Updating the accounts regularly. i.e Facebook once every business day; Twitter several times a day

*Skills preferred:*

- Teamwork, communication, and strong follow through are required.
- Experience with social networks platforms is required
- Time Commitment: 3-4 hours/week (will increase during month of production); attendance to all meetings recommended.

**Web Master:**

*Responsibilities include:*

- Maintaining and regularly updating the Juxtaposition website.
- Posting Weekly or Bi-Weekly online articles in collaboration with Editorial team's schedule

*Skills preferred:*

- Teamwork, communication, and strong follow through are required.
- Experience with Wordpress, HTML and Photoshop highly recommended
- Time Commitment: 3-4 hours/week; attendance to all meetings recommended.

## ***Event-Planning Team***

**Event-Planning Director:**

*Responsibilities include:*

- Engage in on-going communication with Editors-in-Chief, Publicity Director, Sponsorship Directors, and Administrative Director;
- Work with the Publicity Directors to raise awareness of Juxtaposition Global Health Magazine;
- Work with Publicity Directors to plan campus-based events to promote the magazine.
- Monitoring all finances of the Juxtaposition chapter and keeping the budget updated on the Excel spreadsheet along with the Sponsorship Director(s).
- Presenting bi-annual financial reports with a breakdown of all monies spent to the Editors-in-Chief.

*Skills preferred:*

- Highly motivated, networking, communication and strong follow through strongly required.
- Time management, organizational and teamwork.
- Time Commitment: 5-8 hours/week (will increase close to event dates); attendance to all executive meetings

## ***Writers-in-Residence***

### **Reporters:**

The Reporters will be responsible for reporting on events and lectures related to global health throughout the city.

*In addition, responsibilities include:*

- Contact organizations ahead of time to gain press privileges and request for interviews
- Ensure that the reports are high quality and unbiased;
- Coordinate with editorial staff members;
- Work closely with the Managing Editor(s), and co-EICs
- Observe the editorial deadlines;
- Participate in the magazine's general meetings as well as attending weekly meetings with the editorial team or the Editor-in-Chief when required.
- Attend all Editorial related meetings organized by Managing Editor(s) and Editor-in-Chief.
- Attend all appointments organized by Managing Editor and Editor-in-Chief (Editorial).
- Comply with Editorial procedure, deadlines and editorial review process.
- Receive Performance Review from Managing Editor

*Skills preferred:*

- Strong knowledge in global health and ability to identify relevant, current, and novel topics that fit within Juxtaposition's mandate and objectives.
- Experience with leadership, teamwork, and networking (resource utilization).
- Flexible schedule with interest in attending events throughout the campus.
- Previous writing experience is required.
- Copy editing and proofreading skills;
- Excellent English-language writing skills, including knowledge of the Chicago Manual of Style
- Detail-oriented with strong organizational skills;
- Ability to work under deadlines;
- Must be a team player and communicate effectively with staff members.
- Time Commitment: 10 hours/week; may increase prior to and during month of production; must attend all meetings. (More intensive during times of production)

### **Staff Writers:**

The Staff Writers will be responsible for submitting engaging editorials to the magazine regularly, at least 2 pieces per semester per Staff Writer.

*In addition, responsibilities include:*

- Soliciting authors during the production cycle
- Ensure that the articles are high quality, unbiased, and of significant value.
- Coordinate with editorial staff members;
- Work closely with the Managing Editor, the Reporters , and the co-EICs
- Observe the editorial deadlines;
- Participate in the magazine's general meetings as well as attending weekly meetings with the editorial team or the Editor-in-Chief when required.

- Attend all Editorial related meetings organized by Managing Editor and Editor-in-Chief.
- Attend all appointments organized by Managing Editor and Editor-in-Chief.
- Comply with Editorial procedure, deadlines and editorial review process.

*Skills preferred:*

- Strong knowledge global health and ability to identify relevant, current and novel topics that fit within Juxtaposition's mandate and objectives.
- Experience with leadership, teamwork, and networking (resource utilization).
- Previous writing experience is required.
- Copy editing and proofreading skills;
- Excellent English-language writing skills, including knowledge of the Chicago Manual of Style;
- Detail-oriented with strong organizational skills;
- Ability to work under deadlines; and
- Must be a team player and communicate effectively with staff members.
- Time Commitment: 10 hours/week; may increase prior to and during month of production; must attend all meetings. (More intensive during times of production).

## ***Sponsorship Team***

### **Sponsorship Director:**

*Responsibilities include:*

- Seeking potential sponsors for the magazine and liaising with ongoing sponsorship agreements.
- Soliciting groups to advertise in the magazine, as a potential source of income.
- Record all organizations and groups contacted to enhance the sponsorship documentation process
- Strategize with Editor-in-Chief on which departments and student groups to target for collaboration.
- Apply to various UofT grants and scholarships;
- Soliciting other campus groups to advertise in the magazine, as a potential source of income.
- Work with the Editors-in-Chief and the Treasurer to assess the needs of the group, and brainstorm and develop a Sponsorship strategy and target groups to contact.
- Documenting all work involving networking with potential funders (i.e. Contact information, procedures, deadlines of funding applications, etc.)

*Skills preferred:*

- Highly motivated, networking, communication and strong follow through strongly required.
- Time management, organizational and teamwork.
- Previous experience with grant writing and sponsorship is required.
- Time Commitment: 10 hours/week; attendance to all general meetings recommended.

**Treasurer:**

*Responsibilities include:*

- Monitoring all finances of the magazine and keeping the budget updated on the Excel spreadsheet.
- Monitoring and managing bank account.
- Presenting bi-annual financial reports with a breakdown of all monies spent to the Editors-in-Chief.
- Work closely with the Sponsorship Director

*Skills preferred:*

- Highly motivated, communication and strong follow through strongly preferred.
- Time management, organizational and teamwork.
- Time Commitment: 3-4 hours/week; attendance to all meetings recommended.

***Production Team*****Production Editor:**

*Responsibilities include:*

- Work closely with the Editors-in-Chief and Managing Editor
- Establish production timeline for upcoming issues
- Update/create the production template for print and on-line versions of the magazine.
- Design cover material and create per-issue templates, updating all necessary fields as required including dates, issue number, instruction for contributors and copyright information;
- Input editorial content and photos for publication under the supervision and direction of the Editors-in-Chief.
- Liaise and coordinate with the Editorial Division to ensure efficient manuscript transfer;
- Compile issue in accordance with set standard quality, agreed schedules, and agreed standards;
- Review proofs for design and formatting early prior to the press date and provide feedback to improve the look and consistency of typesetting and layout;
- Troubleshoot output;
- Consider and incorporate feedback from Editors-in-Chief and Managing Editor.
- Set-up a meeting with all executive members for initial review of the final template (once all articles and photos have been inserted.)
- Participate in the magazine's general meetings as well as conducting regular meetings with the production team or the Editor-in-Chief when required.
- Previous experience producing professional documents using Adobe In-design
- Ability to work on a stringent timeline and ensure drafts are completed by established deadline.
- Project management experience is an asset;
- Editorial skills (copy editing and proofreading) with high attention to details;
- Experience in graphic design;

- Ability to work under deadlines;
- Must be a team player and deal effectively with executive members
- Time Commitment: 15-20 hours during production weeks

## ***Editorial Team***

### **Managing Editors (1-2):**

*The Managing Editor(s) will aid in the development of the magazine's content and overall production. They will work closely with the Editorial Editor-in-Chief and will be heavily involved in:*

- Project planning and scheduling of the issues alongside Editorial Editor-in-Chief, and Associate Editors.
- Provide leadership to Associate Editors and in some cases, Writers-in-Residence
- Organize editorial meetings with Editorial Editor-in-Chief
- Arrange meetings with all Associate Editors as needed.
- Take a leadership role when establishing the call for writers.
- Setting up and facilitating weekly editorial team meetings along with Editorial Editor-in-Chief.
- Initial screening submissions independently and along with Editorial Editor-in-Chief.
- Engage in weekly meeting with Editorial Editor-in-Chief to update on editorial and production progress.
- Working alongside Editorial Editor-in-Chief to finalize article line-up or online publication and upcoming print issue and coordinating the dissemination of articles to associate editors.
- Editing of articles when necessary (i.e. Associate Editor inability to complete tasks may require managing editor to step in and complete the work).

### *Skills preferred:*

- Experience with leadership, teamwork, project planning, networking, resource utilization and management;
- At least one year previous work on the Juxtaposition Editorial team or within another publication
- Prior experience with editorial review process
- Ability to interview incoming members for various positions using the standardized interview procedure
- Excellent English language writing skills
- Detail-oriented with strong organizational skills;
- Ability to work under deadlines; and
- Must be a team player and communicate effectively with staff members.
- Time Commitment: 10-15 hours/week; may increase prior to and during month of production; must attend all meetings. (More intensive during times of production).

### **Associate Editors:**

The Associate Editors will be responsible for editing all submissions assigned to them by the managing editor.

*In addition, the Section Editors must be willing to:*

- to commission articles (max. of 5), IN ADDITION to proofreading, reviewing, fact checking and minor copy editing;
- Ensure the manuscripts adhere to the magazine's house style;
- Maintain and safeguard the editorial quality and standard of the magazine;
- Coordinate with other editorial staff members; and
- Work closely with the authors, the Managing Editor(s) and Writers-in-Residence;
- Observe the editorial deadlines; and
- Participate in the magazine's general meetings as well as attending weekly meetings with the editorial team or the Editor-in-Chief when required.
- Attend all Editorial related meetings organized by Managing Editor and Editorial Editor-in-Chief.
- Attend all appointments organized by Managing Editor and Editor-in-Chief.
- Organize appointments with writers as needed throughout the Editorial process.
- Comply with Editorial procedure, deadlines and editorial review process.
- Receive Performance Review from Managing Editor

*Skills preferred:*

- Strong knowledge of section area and ability to identify relevant, current and novel topics that fit within Juxtaposition's mandate and objectives.
- Experience with leadership, teamwork, and networking (resource utilization).
- Previous editing experience recommended.
- Copy editing and proofreading skills;
- Excellent English-language writing skills, including knowledge of the Chicago Manual of Style;
- Detail-oriented with strong organizational skills;
- Ability to work under deadlines; and
- Must be a team player and communicate effectively with staff members about copy.
- Time Commitment: 10 hours/week; may increase prior to and during month of production; must attend all meetings. (More intensive during times of production).

## ***Administrative Team***

### **Administrative Director:**

*Responsibilities include:*

- Attend all general meetings as well as sponsorship, publicity and production meetings
- Consolidate all meeting minutes and post them on Google groups, email to Executive team (Executive and Editorial staff) to keep abreast of Juxtaposition work and file for documentation in the Juxtaposition office.
- Maintain an up-to-date list of all members (containing names, e-mail addresses and phone numbers of Executives, Editors, writers, and faculty advisors for the current year)
- Be responsible for maintaining the listserv (ie. sending out call for writers, meeting dates and times and general information).

- Checking the Juxtaposition email account on a daily basis and sort and forward emails to appropriate staff members.
- Ensure office space and supplies are adequately maintained.
- Rectify all listserv, email and internet malfunction issues.
- Book rooms for meetings in a timely fashion.
- Complete tasks as delegated by editors-in-chief!

*Skills preferred:*

- Time management, organizational, teamwork, communication and follow through strongly required.
- Time Commitment: 10-15 hours/week; may increase prior to and during month of production.

**Strategic/Faculty Advisor**

- He/she will have a wealth of experience in the functioning of a magazine and experience on both publicity/sponsorship, logistics and global health fields
- Ideally, he/she will have been with Juxtaposition for 2 or more years and will have served in a variety of positions to yield in-depth knowledge on the overall functioning of the magazine OR a Faculty member who teaches course/conducts research related to global health
- Additionally, he/she will be an advocate for the magazine and the competition and will be required to attend various networking meetings, conferences, workshops, etc. that will allow the magazine and the conference to gain exposure and harness further funding opportunities.
- He/she will work with the co-Chairs of Toronto Thinks to choose a theme for the conference
- He/she will review the final version of case-guide and the magazine for quality and intellectual worth

*Skills preferred:*

- Teamwork, communication, networking.
- 2 years or more working for Juxtaposition OR a full time faculty member of University of Toronto
- Time Commitment: 3-4 hours/week (Varies closer to the competition)

## ***UTSC Team***

### **UTSC Directors (2 positions)**

*Responsibilities include:*

- Plan project outlines with co-UTSC Director and oversee the work of the UTSC Publicity Directors, UTSC Sponsorship Directors, UTSC Editorial Staff, UTSC Treasurer, UTSC Administrative Director, and the UTSC Event Directors;
- Provide leadership to the UTSC Publicity Directors, UTSC Sponsorship Directors, UTSC Editorial Staff, UTSC Treasurer, UTSC Administrative Director, and the UTSC Event Directors.
- Ensure all components of the project work plan and strategy are being met within the specified timeframe.
- Engage in on-going communication with co-UTSC Director and the Editors-in-Chief.
- Organize all general meetings with co-UTSC Director.
- Complete annual renewal for club membership and revise constitution through the UTSC Department of Student Life.
- Sign all requests for rental of University space and equipment.
- Represent the organization at various community events, conferences, appointments with faculty or business meetings.
- Ensure that all actions are in compliance with the University policies and regulations as stipulated by the Juxtaposition Constitution; and
- Interview incoming members for various positions using the outlined interview process and documents.
- Ensure all components of the project strategy and timeline are established and are being met within the specified timeframe, based on regular meetings, updating of work plan, and the Performance Review Policy outlined below if needed;
- Updates work plan status at the end of every week.
- Familiarity with University of Toronto policies.

*Skills preferred:*

- Highly motivated with excellent communication skills (e.g., ability to meet with Faculty and Department heads when representing the magazine, and resolve conflicts with staff member).
- Ability to interview incoming members for various positions.
- Experience with leadership, teamwork, project planning and networking, resource utilization and management;
- Excellent English-language writing and editing skills;
- Detail-oriented with strong organizational skills;
- Ability to work under deadlines.
- Must be a team player and communicate effectively with staff members.
- Time Commitment: 10-15 hours/week (will increase close to event dates); attendance to all UTSC meetings and all general Juxtaposition meetings.

### **UTSC Editorial Staff (2-3 positions)**

*Responsibilities include:*

- Read through all articles submitted from UTSC students;

- Send all relevant article submissions to the Editor-in-Chief (Editorial);
- Assist the Editor-in-Chief and editorial board in production when necessary.
- Take a leadership role when establishing the call for writers.
- Engage in on-going communication with co-UTSC Director.
- Engage in on-going communication with the Editors-in-Chief (Editorial).

*Skills preferred:*

- Highly motivated, networking, communication and strong follow through strongly required.
- Excellent English-language writing skills.
- Detail-oriented with strong organizational skills;
- Ability to work under deadlines; and
- Time management, organizational and teamwork.
- Time Commitment: 2-3 hours/week (will increase during month of production); attendance to all Juxtaposition editorial meetings and UTSC meetings.

**UTSC Event Directors (2 positions)**

*Responsibilities include:*

- Engage in on-going communication with co-UTSC Directors, Publicity Directors, Treasurer, and Administrative Director;
- Work with the Publicity Directors to raise awareness of Juxtaposition Global Health Magazine throughout UTSC;
- Work with Publicity Directors to plan campus-based events to promote the magazine throughout UTSC.
- Monitoring all finances of the UTSC Juxtaposition chapter and keeping the budget updated on the Excel spreadsheet along with the Sponsorship Director(s).
- Monitoring and managing bank account.
- Signing cheques along with one of the UTSC Directors,
- Presenting bi-annual financial reports with a breakdown of all monies spent to the UTSC Directors and Editors-in-Chief.

*Skills preferred:*

- Highly motivated, networking, communication and strong follow through strongly required.
- Time management, organizational and teamwork.
- Time Commitment: 5-8 hours/week (will increase close to event dates); attendance to all UTSC meetings and a minimum of 1 general Juxtaposition meeting a semester.

**UTSC Publicity Directors (2-3 positions)**

*Responsibilities include:*

- Promote awareness of Juxtaposition at the University of Toronto throughout the Scarborough campus.
- Develop a PR plan along with the UTSC Directors - including press releases to University of Toronto at Scarborough publications and web sites;

- Create networking initiatives throughout the Scarborough campus (including classroom presentations, to department heads and faculty members, and at relevant campus events)
- Devise a structured work plan along with the UTSC Directors and ensure all objectives are being met in a timely fashion.
- All activities undertaken and planned should be documented and updated.

*Skills preferred:*

- Highly motivated, networking, communication and strong follow through strongly required.
- Time management, organizational and teamwork.
- Time Commitment: 4-5 hours/week (will increase close to event dates); attendance to all UTSC meetings and a minimum of 1 general Juxtaposition meeting a semester.

**UTSC Sponsorship Directors (2 positions)**

*Responsibilities include:*

- Seeking potential sponsors for the magazine inside and outside the UofT campus.
- Soliciting people/organizations and other University of Toronto at Scarborough campus groups to advertise in the magazine, as a potential source of income.
- Devise a template of all organizations, and groups contacted to enhance the sponsorship documentation process.
- Strategize with the UTSC Directors on which departments and student groups to target for collaboration.
- Apply to various U of T grants and scholarships;
- Work with the UTSC Directors and the UTSC Treasurer to assess the needs of the group, and brainstorm and develop a Sponsorship strategy and target groups to contact.
- Documenting all work involving networking with potential funders (i.e. Contact information, procedures, deadlines of funding applications, etc.)
- Monitoring all finances of the UTSC Juxtaposition chapter and keeping the budget updated on the Excel spreadsheet along with the Event Director(s).
- Monitoring and managing bank account.
- Signing cheques along with one of the UTSC Directors;
- Presenting bi-annual financial reports with a breakdown of all monies spent to the UTSC Directors and Editors-in-Chief.

*Skills preferred:*

- Highly motivated, skilled communicator with a strong work ethic.
- Time management and organizational skills and ability to work as part of a team.
- Time Commitment: 8-10 hours/week (will increase close to event dates); attendance to all UTSC meetings and a minimum of 1 general Juxtaposition meeting a semester.

**UTSC Administrative Director (1 position)**

*Responsibilities include:*

- Attend all general meetings as well as sponsorship, publicity, and editorial meetings.

- Consolidate all meeting minutes and post them on Google groups, and email to UTSC Board members.
- Maintain an up-to-date list of all members (containing names, e-mail addresses and phone numbers of Executives for the current year)
- Be responsible for maintaining the call for writers, meeting dates and times and general information.
- Checking the UTSC Juxtaposition email account on a daily basis and sort and forward emails to appropriate staff members.
- Rectify all email, and internet malfunction issues.
- Book rooms for meetings in a timely fashion.
- Complete tasks as delegated by UTSC Directors.

*Skills preferred:*

- Highly motivated communicator with strong time management abilities and organizational skills.
- Enjoy working as a part of a dynamic team.
- Time Commitment: 4-5 hours/week (will increase close to event dates); attendance to all UTSC meetings and a minimum of 1 general Juxtaposition meeting a semester.

**UTSC Staff Writers (2 positions)**

*Responsibilities include:*

- Attend all relevant (global) health events, workshops, conferences, etc. held at the UTSC campus:
- Will write articles about these events which will be contributed to the Juxtaposition UTSC Facebook page and/or the magazine (a minimum of 2 articles per semester per Staff Writer)
- Ensure that the articles are high quality, unbiased, and of significant value.
- Will work closely with the UTSC Editorial Staff to edit their articles.
- Comply with Editorial procedure, deadlines and editorial review process.

*Skills preferred:*

- Strong knowledge of global health and development
- Experience with leadership, teamwork, and networking.
- Previous writing experience is an asset.
- Copy editing and proofreading skills;
- Excellent English-language writing skills, including knowledge of the Chicago Manual of Style;
- Detail-oriented with strong organizational skills;
- Ability to work under deadlines; and
- Must be a team player and communicate effectively with staff members.
- Time Commitment: 5-8 hours/week (will increase closer to event dates); attendance to all UTSC meetings and a minimum of 1 general-membership Juxtaposition meeting per semester.

## **Toronto Thinks Executive Team**

### **Co-Chairs of Toronto Thinks (2)**

*Responsibilities include:*

- Leading Toronto Thinks executive team
- Planning the conference and deadlines for teams
- Choosing a theme for the competition along with the Case-Guide Writing Directors and the Strategic/faculty Advisors
- Responsible for all aspects of sponsorship, publicity, case-guide writing and logistics
- Managing the team and ensuring all deadlines are met
- Creating a final report of the competition and a transition document
- Interview next years co-Chairs candidates along with the Editors-in-Chief and create a shortlist of eligible candidates

*Skills preferred:*

- Experience with leadership, teamwork, project planning, networking, resource utilization and management;
- At least one year previous work on the Toronto Thinks team or any conference-planning executive team.
- Familiarity with University of Toronto policies
- Excellent communication skills (e.g., ability to meet with Faculty and Department heads when representing the competition, and resolve conflicts with staff member)
- Ability to interview incoming members for various positions
- Time Commitment: 20-25 hours/week (varies with deadlines)

### **Case-Guide Research & Writing Team (8):**

#### ***Case Guide Directors (2):***

The Case Guide Research & Writing team will research, develop and write the case guide of Toronto Thinks. The case guide is the topic of the competition and executives will have to research a topic, bearing in mind the various standpoints and synthesizing the available information to produce a short brief. Will work in collaboration with our Faculty Advisors.

*Skills preferred*

- Ability to plan, organize, draft and revise case guides for the target audience
- Ability to have proper spelling, grammar, sentence and paragraph structure
- Detail-oriented
- Highly motivated with strong communication skills
- Teamwork
- Strong knowledge global health and development
- Time Commitment: 5-10 hours/week

## **Publicity Team**

### ***Publicity Directors (2):***

Publicity executives are responsible for handling all aspects of planned publicity campaigns for Toronto Thinks and PR activities during periods leading to and on the day of the case competition:

Tasks include:

1. Planning publicity strategies to get the word out about Toronto Thinks
2. Coming up with ideas/concepts for promotional materials
3. Writing and/or producing articles, leaflets, reports, publicity brochures, information for web sites and promotional videos in conjunction with the Productions team.
4. Liaising with other teams to ensure smooth running of all PR aspects

*Skills Preferred:*

- Have knowledge of wide range of marketing techniques and concepts
- Highly motivated with strong communication and interpersonal skills
- Ability to think creatively and respond well under pressure
- Time commitment: 5-10 hours/week

## **Logistics Team:**

### ***Logistics Directors (2):***

The Logistics team is responsible for the smooth operation of the conference. By working with every other committee, they will create a master schedule that will outline all the activities of the conference at any given time. Oversees all planning related to participant recruitment and team formation, competition rules and logistics, venues, food/catering, technology, and gifts.!

Tasks include:

1. Determine a plan for the hour-to-hour running of the 2-day conference
2. Book such equipments as AV, and other materials as needed.
3. Liaise with venue staff (prior, and on the day of) for all matters pertaining to the running of the competition (including lunch/dinner service).
4. Ensure the smooth running of the competition

*Skills Preferred:*

- Excellent time management and organizational skills required
- Flexible, gives attention to detail and creative
- Ability to multi-task
- Time Commitment: 5-10 hours/week ( will increase close to dates of competition)

### ***Webmaster (1):***

The webmaster is responsible for maintaining the Toronto Thinks website, as well as ensure that they are available to all users. Closer to the date of registration, the webmaster will also be involved in setting up a registration page, and coordinating online accounts.

Tasks include:

1. Design websites. in conjunction with the Productions Team
2. Maintain Toronto Thinks website
3. Generate and revise web pages
4. Examine and analyze site traffic.
5. Fix links that don't work and pictures that aren't appearing properly.
6. Post new materials to website as needed

*Skills Preferred:*

- Teamwork and communication
- Experience with HTML, Photoshop and other programs
- Ability to maintain a website and control its operations
- Time Commitment: 3-4 hours/week

### **Sponsorship Team:**

#### ***Sponsorship Directors (2):***

The sponsorship team will be responsible for maintaining all financial records and transactions, allocating budgets for the different teams, and securing funding from a variety of sources. As well, the sponsorship team will be responsible for all reimbursement processes following the competition.

Tasks include:

1. Develops a budget for the competition, taking into account the needs of all teams.
2. Maintains a bank account, which will be set-up for the competition's funds.
3. Responsible for any weekly deposits at the bank and keeps track of any expenditures/ receipts.
4. Responsible for updating co-directors on a weekly basis of the organizations financial status, and of all funding applications.

*Skills Preferred:*

- Strong interpersonal and problem solving skills
- Highly motivated with strong time management and organizational skills
- Effective networking and follow-up etiquette
- Highly professional written and verbal communication skills
- Previous experience with sponsorship
- Time Commitment: 5-10 hours/week

### **Production Team:**

#### ***Production Directors (2):***

The Productions team will use their creative flair to produce all promotional materials for Toronto Thinks, such as flyers, cards, website banners, posters etc.

- Previous experience in art/design and ability to use software's such as Adobe In-Design
- Strong time management skills and ability to work under deadlines
- Creativity and able to work with a team
- Time Commitment: 5-10 hours/week

## ***General Members***

### **Writers**

Interested writers should be prepared to write articles ranging from 600-2000 words in length dependent on the style of their piece.

Time Commitment: Attendance at editorial group meetings with Managing and Copy Editors is highly recommended.

### **Photography Contributors**

Interested contributors are asked to submit photos and art prior to stated deadlines.

Time Commitment: Attendance at editorial group meetings with Managing and Copy Editors highly recommended.

### **Associates**

Interested who wish to be involved with Juxtaposition provided to volunteers for different sections of the magazine. Associates are under the supervision of the division they would like to join, and their tasks are dependent on the needs of the division director.

### **EDITORIAL BOARD MEMBERS:**

Consisting of students, staff, alumni and Faculty, all members of the Editorial Board will meet on at the beginning of each term to guide the tone of all articles and written narratives. Members will also guide the future direction of the Magazine. The members must hold an annual editorial review meeting every summer to review the past year's activities and the major objectives for the coming year. Although editorial members do not have to be physically present, they must provide feedback on the meeting agenda and meeting minutes. Membership to the editorial board must include: founders, past committed executive members, faculty members involved in global health work, and the current editor-in-chiefs. It is recommended that members have either two year's experience with the magazine or extensive knowledge guiding media publications. Upcoming tasks to be completed include devising a 5-year business plan and strategic plan.

## **4. ELECTIONS**

### **Juxtaposition Executive Team:**

Those applying for the role of Executive or Editorial Editor-in-Chief who have been part of the Juxtaposition team for at least a year will have the opportunity to self-nominate themselves at the first meeting at the end of March for the subsequent academic year. They will be asked to describe their suitability for the position and will then be asked to leave the room while voting members will vote via a show of hands with simple majority.

Voting membership is open to all students, staff, faculty and alumni of the University, but outside (non-University) members will be non-voting.

There will be two rounds of applications for all other Juxtaposition Executive positions. The first will occur once the new Editors-in-Chief are elected in March and the second at the beginning of the academic year in September. Every applicant will be provided a description of the position, the responsibilities, and the requirements. For all positions, a cover letter indicating position of interest, CV and goal-setting template will be required and sent out to all senior editors. An interview will then be set up within one week upon completion of all application documents. Newly selected candidates will be presented to the general membership for them to ratify the new board/executive team on an annual basis. Voting membership is open to all students, staff, faculty and alumni of the University, but outside (non-University) members will be non-voting.

For certain positions, additional application documents will be preferred. All editorial applicants will be asked to complete a manuscript review form based on an old manuscript and provide a writing sample in journalistic style. Production editors will be asked to provide a print or electronic sample of their production work that used Adobe InDesign or similar publishing software. It is recommended that Sponsorship and Publicity applicants provide a scholarship proposal or grant proposal, or a sample advertisement they created.

#### **Toronto Thinks Executive Team:**

The co-Chairs of the competition will be interviewed by the previous co-Chairs of the competition and the Editors-in-Chief of Juxtaposition. The 4 person panel will provide a short-list of the potential nominees. These nominees will be elected by the vote of general members. The election of the co-Chairs will happen in Spring General Meeting. Voting membership is open to all students, staff, faculty and alumni of the University, but outside (non-University) members will be non-voting.

Other executive members of Toronto Thinks will be interviewed and recruited by the newly elected co-Chairs of Toronto Thinks. All members of Juxtaposition who meet the requirement for the position are eligible to apply. For all positions, a cover letter indicating position of interest and CV is required. An interview will then be set up within one week upon completion of all application documents. The successful candidates are chosen based on whether they possess the skills required for organizing the competition.

## **5. FINANCES**

As a recognized campus group, Juxtaposition Global Health Magazine intends to abide by all university policies outlined in the Policy on the Recognition of Campus Groups.

All monies obtained herein via the University of Toronto (St. George, UTM & UTSC) and the University of Toronto Student Union (UTSU) will be fully utilized for the purpose of funding the printing costs for issues of the magazine and for events hosted by Juxtaposition. All bank accounts opened under the name of Juxtaposition Global Health Magazine will be reported to the Assistant Vice-President of Student Affairs, the contact officer and the signing officers of Juxtaposition.

Juxtaposition will seek funding both from within the University of Toronto (relevant departments, University of Toronto Student Union, the Centre for International Health, colleges) and external to the University (NGOs, and other related organizations).

Juxtaposition will comply with all financial policies set out by the University of Toronto. The signing officers for each year will be the UTSC Co-Directors of that year. The UTSC Co-Directors will review all spending and final approval will be given by the Juxtaposition co-Editors-in-chief before money is distributed accordingly.

## 5. MEETINGS

Editors (Editor-in-Chief and Managing Editor) will organize and direct the meetings and disseminate the updates and discussions electronically to members of the Executive and the list-serve. Executive meetings will take place once a week. One general meeting will be held per semester to keep all members abreast of Juxtapositions current work and to enlist writers and volunteers for promotions.

## 6. DESCRIPTION OF JUXTAPOSITION GLOBAL HEALTH MAGAZINE SUBMISSIONS

Juxtaposition seeks a variety of submissions in terms of format, content and length. Please specify to which section of the journal you are submitting. The sections of Juxtaposition are:

### **a) Feature Stories ( word count: 500-1000 words)**

These include in-depth articles exploring current local and global health issues written by students, academics or other professionals. Articles can be written from a personal perspective and while stories should be current, interesting and relevant, they do not have to report “breaking” news. Rather, feature stories will explain the broader contexts and controversies around current events that relate to global health. Feature stories may take the format of:

- An interview with academics, students or other individuals
- An argumentative essay written from the author’s point of view, including the author’s position combined with supporting reasons and information
- A literature review or summary of major research/developments in a field of global health.

Including the author's position combined with supporting reasons and information A one paragraph (approximately 200 words) abstract summarizing the key points of the story, interview or essay must be included to accompany the article itself.

**b) JuxtaLife (maximum word count: 750 words)**

JuxtaLife articles are personal, reflective accounts about one's own experience in the global health sphere. It highlights what is presently occurring in the field of international health that is making a positive impact on the future through the efforts of people, groups, organizations or institutions.

**c) Art Essays (maximum word count and page number: variable)**

A series of 5 to 10 photographs or pieces of art with accompanying descriptions and/or brief stories that illustrate a personal experience and/or novel phenomena in global health. The number of photographs and varies on the number of pages that can be allocated to a photo essay. For each photograph's description, the recommended maximum word count is 75 words. If an accompanying story is included to introduce or describe the photo essay, it should not exceed 500 words. An abstract is not necessary. Only one photo essay is typically published in each issue. Colour and black and white photographs are acceptable. An example of a photo essay can be found in Spring 2011 issue titled Virus In The Desert.

**d) Photographs**

Juxtaposition welcomes individual photographs that demonstrate contrasting themes and concepts in international health. Colour and black and white photographs are acceptable. Individual photograph submissions are not considered photo essay submissions. Photo essays are distinct from individual photograph submissions as they are a series of photographs that are used to illustrate an experience or story and may be selected to augment written articles and other submissions.

**e) Letters to the Editor (maximum word count: 200 words)**

Juxtaposition encourages reader participation and welcomes short opinion pieces and responses to previously published issues or articles. A variety of sample letters to the editor: <http://www.walrusmagazine.com/articles/2007.09-letters-letters/>  
Please note that the maximum word counts indicated above do not include title page, headings, subheadings, abstract and references.

## **7. PERFORMANCE REVIEW POLICY**

The Performance Review will be closely based on every executive member's work plan, schedule (e.g., production, editorial) and project outline, if applicable. These documents will be filled out in coordination with the editor-in-chiefs, and will be updated during

every regular meeting (e.g., weekly meetings for section editors). If any outlined tasks are incomplete by the deadline, the editor-in-chief will provide at least two days (time must be agreed on by both members) for the executive member to complete the task to satisfaction.

If the task is still incomplete after the extra time given, the exec member will be given one-strike. The task will then be given extra time to be agreed on by both members, with at least two days. If the task is still incomplete, a second strike is given. A second strike may also be given if a different task is not completed after the extra time given.

After a second strike, the person will be put in front of the general membership, and given a chance to appeal before the general membership votes on whether the exec member will be relieved of responsibilities and recognition on the upcoming Juxtaposition issue.

## 9. EDITORIAL PROCESS

### Call for writers

Authors submit manuscripts to Editor-in-Chief

Editor-in-Chief and Managing Editor read all submissions

- Week 1: Editor-in-Chief and Managing Editor separately complete an editorial review form
  - Editor-in-Chief and Managing Editor mutually decide to: a) reject manuscript and resubmit with comments; or b) accept and revise for further peer review (i.e. for editing by Section Editors)
  - Editor-in-Chief and Managing Editor provide editorial review form to author with rejection and resubmission OR conditional acceptance pending revision
- Week 2: Author re-submits manuscript to Editor-in-Chief (and Managing Editor) with changes reflecting comments from editorial review form
- Week 3: If changes are adequate, Editor-in-Chief and Managing Editor mutually decide to double-blind manuscript and hand over to appropriate Section Editor for revisions
- Week 4: Article is accepted pending Section Editor revisions: a) if revisions are minor\*, Section Editor completes track changes directly on manuscript; b) if revisions are major\*, Section Editor completes an editorial review form for the author
- Week 5: Author re-submits manuscript to Editor-in-Chief with changes reflecting revisions outlined on Section Editor's editorial review form
- Week 6: Revised manuscript reviewed by Managing Editor
- Managing Editor decides to: a) reject revised manuscript; or b) accept revised manuscript
- Week 7: Accepted revised manuscript is now an unconditional acceptance and proceeds to copyediting
- Week 8: Copyedited manuscript submitted to Managing Editor and Editor-in-Chief ready for production

*Note that all Section Editors are required to edit at least two manuscript submissions via the call for writer's route for the Spring issue*

*In addition, all Section Editors are required to edit two to three articles already received for the Fall issue*

### **Commissioning Articles**

*Managing Editor and Section Editors utilize their networks of resources to commission articles that fall within the scope of the following sections:*

- environment
- mental health
- women and children
- infectious disease; HIV/AIDS
- peace and conflict studies; international relations; political science
- economics
- development
- biotechnology/pharmacology/toxicology/experimental sciences
- immigration/migration/refugees/displaced peoples
- global health tidbits
- open to suggestions for other sections

Obviously, a double-blind editing procedure is not applicable to articles that are commissioned

All Section Editors are required to commission at least three articles for the Spring issue

Managing Editor and Section Editors will work intimately with authors to ensure that commissioned articles are ready for production by copy editing deadline.

#### *\*Definition of “minor” and “major” revisions*

*Minor revisions include (but are not limited to):*

- Structural changes within a paragraph/section
- Changes to detailed facts

*Major revisions include (but are not limited to):*

- Structural changes affecting the content between and within paragraphs/sections
- Alterations to the premise and/or pattern of reasoning/logic of the argument
- Changes to the accuracy, detail and type of facts that affect the article’s structure, premise and logic of argument.

## **10. TORONTO THINKS: GLOBAL HEALTH INNOVATIONS AND SOLUTIONS**

In accordance with Juxtapositions objectives to raise awareness of global health issues among the University of Toronto community: student, faculty, and staff and to promote an interdisciplinary approach in problem solving for global health concerns that encourages

non-medical disciplines to liaise with medical disciplines, Juxtaposition hosts an undergraduate global health case competition titled, *Toronto Thinks: Global Health Innovations and Solutions*.

This case competition is based on similar global health case competition around the world, such as Emory University international global health case competition. The competition is to create an atmosphere for the students to gain practical knowledge in global health. The competition will be hosted in the fall semester of every academic year.

Planning for the next conference starts in the spring semester and will continue through the summer. The executive team for Toronto Thinks will be recruited based on merits by the newly elected co-Chairs. The theme of the conference is decided by the co-Chairs and the strategic/faculty advisers. The Toronto Thinks executive team plans the conference according to the detailed guideline and the vision of the co-Chairs of the competition. All the sponsorship and the expenses of the conference will be handled through Juxtaposition Global Health Magazine bank account.

Toronto Thinks engages undergraduate students, as well as graduate students as mentors and faculty members as judges. It is a forum for all those interested in global health to come together and learn from one another.

## **11. AMENDMENTS**

Amendments to the Constitution will be overseen and democratically agreed upon by all members of the group. Juxtaposition members or readers having any concerns with the production or governance of the magazine are welcomed to voice their concerns initially to the Editors-in-Chief.

All members on the list-serve will be notified prior to changes made to the Constitution; disagreements will be democratically addressed collectively. Amendments will be circulated 7 business days beforehand. Two-thirds of the general membership will be required for the amendment to be approved and passed.