

Forum Monitor

As an unbiased arbiter of group decorum, the forum monitor ensures broad compliance with the Editors Canada Forum guidelines and to minimize disruption of the forum by disputes between participants. The forum monitor has the authority to intervene directly with individual group members and to impose disciplinary measures, as detailed in the forum guidelines.

1. Work performed

- Monitor all posts to the Editors Canada Forum on a daily basis.
- Respond to minor infractions of rules as necessary, usually with a brief public message to remind members of the Editors Canada Forum guidelines.
- When needed, remind members to keep the discourse civil and appropriate as described in the guidelines. If tempers flare, contact those involved privately with a request to cease. In cases of flagrant misbehaviour, it might be necessary to warn the offending subscriber(s) of the consequences and pass the matter on to the NEC for disciplinary action.
- Serve as a forum resource to subscribers (e.g., how to join and unsubscribe from the forum).
- Submit quarterly and annual reports.

2. Supervision given to

- Members of the Editors Canada Forum Google Group

3. Supervision received from

- National executive council through a director

4. Key relationships

- Director

5. Rewards and risks

Rewards	Risks
An active forum with respectful discourse on a wide variety of topics	Escalation of inappropriate or hostile discussions on the forum
Increased member participation	Lowered member participation

6. Qualifications

- Internet access
- Experience using Google Groups
- Available to read all posts to the forum and monitor for tenor of discussion