



THE MACKAYAN

Volunteer Agreement

The Mackayan offers people interested in the world of publishing and media the opportunity to participate in a range of activities with linked to the publishing World, but within the scope of a Magazine Organisation. This document outlines our constitution, Team Structure, the responsibilities for participation, and some of the opportunities which may occur.

Participation Requirements

All participants must be **age of 18** or above and be able to write prose to at least A Level standard (or British Tertiary Educational equivalent). Volunteers wishing to take part are invited to peruse the publishing schedule and reserve free slots for their articles as often as they wish. Writers are advised to submit articles of 500 words (approx.) on one of the key subjects of Art, Music, Literature, Culture or Politics and in accordance with how many other participants are taking part, as slots in the schedule are limited.

Team Structure

There is a defined team structure as shown below. All volunteers are given the option to write as Columnists for their chosen genre, or they may be given the opportunity to be department Editors as the team rotates, or when voted in. Should individuals wish to join a team that is already full, they may wish to volunteer for an alternative department, or ask to be put on the Volunteer waiting list:

Chief Editor:	Oversees the entire publishing project
Bureau Chief:	Looks after the editorial content for a certain department
Photographers:	May Produce / Supply Visual Copy for Articles
Department Editor(s):	Department Lead for each Genre + <ul style="list-style-type: none">• Writers for Department x 3

Responsibilities

As a participant your public persona will be presented alongside that of this organisation. All participants of The Mackayan have an equal say in new ideas, structure and running of the organisation. However, when representing or participating in the organisation they must:

- **Behave professionally both online and offline,**
- **Not engage in illegal activity,**
- **Not defame others,**
- **Remain impartial to any religious or political outlets,**
- **Engage in racist or sexual rhetoric,**
- **Not submit plagiarised prose**

The organisation reserves the right to remove any individuals for breaching any of the above.

COMMUNICATIONS

Participants of the project may perform research for articles with people outside this organisation, as may be required for article preparation. The Mackayan and its owners will not be held liable for any communication undertaken unilaterally under **non** "Mackayan" email addresses. However, as may be the case, Writers are instructed to inform the Executive Editor/Chairperson prior to any communication taking place, outlining the scope and objective of it. Where the communication is just and reasonable, sanction may be given for the communication to occur on behalf of the project to said people or organisation.

AGM / EVENTS

Where possible, current members of the team will be invited to meet up in London once/twice a year for the Annual General Meeting. Team members are welcome to bring family members and friends but are required to fund their own transport and accommodation.

Other events may be planned for which invitation is given to members of the team.

WANT TO JOIN?

Please send an email over with a sample article of your choice. In the email state your experience, aspirations, and any other questions you may have. You will receive a response within 24 hours once we have perused your sample.

Contact:

For further information, or to request a link, email:

Info@houghtonandmackay.com