



Almanac Editorial Board Job Description

Alliance Vision	To advance continuing education in the health professions.
Alliance Mission	To promote best practices in continuing professional development by empowering the community of health education professionals.
Committee Purpose	The purpose of the Almanac Editorial Board is to support the mission, vision, purpose and strategic plan of the Alliance for Continuing Education in the Health Professions (Alliance).
Committee Role	The Almanac Editorial Committee is responsible for providing expert advice on content, attracting new authors, assisting in writing articles and encouraging submissions. In addition, the Editorial Committee is responsible for developing, in collaboration with staff liaison, an annual editorial calendar and themes consistent with the editorial policy and for developing procedures to foster effective management of the Almanac.
Strategic Priorities	<ul style="list-style-type: none">• This committee oversees the publication of the Alliance’s Almanac. The goal that relates to this committee is:<ul style="list-style-type: none">◦ Strategic Goal 1: Support of Members.
Committee Responsibilities	<ul style="list-style-type: none">• Identify key topics of interest and themes including those that are apropos to identified interests and needs of the profession.• Identify authors, solicit articles and write articles as assigned by the Editor-in-Chief• Share author guidelines with all authors and provide support to ensure compliance• Provide feedback on the general editorial direction and vision of the publication• Review and recommend strategic priorities.
Scope of Authority and Lines of Accountability/ Decision Tree	<ul style="list-style-type: none">• The Committee will seek to make decisions through consensus.• The Chair will make a diligent effort to engage all members in decisions.• Decisions/recommendations of the group should be presented to the Board Liaison for review and final approval by the Board of Directors.
Committee Leadership	<ul style="list-style-type: none">• Committee shall have the officer positions of Assistant Editor and Editor-in-Chief (EIC).• Officers shall serve a 1-year term in each position, progressing from Assistant Editor to EIC, for a total leadership commitment of 2 years on the committee.• The Assistant Editor shall shadow the current EIC to learn the role and responsibilities. After serving 1 year, the Assistant Editor shall then ascend to the position of EIC.• The EIC shall lead the committee, facilitate meetings, guide the committee's priorities and initiatives, and serve as the main point of contact.• The EIC shall assist the new EIC to ensure continuity of leadership and provide guidance and mentorship during the transition.• All committee officer positions must be appointed by the President.
Committee Composition	<ul style="list-style-type: none">• The committee is comprised of one Assistant Editor, one Editor-in-Chief (EIC) and up to eight committee members.• Each Committee member shall serve two-year terms, with a limit of two consecutive

	<p>full terms.</p> <ul style="list-style-type: none"> • Terms will be staggered. • Terms commence immediately following the Annual Conference. • The EIC appoints committee members through the Call for Volunteers process.
Desired Qualifications of Committee Members	<ul style="list-style-type: none"> • Must be a member in good stand with a desire to advance the mission of the Alliance. • Demonstrated a strong record of working collaboratively as part of a team. • Demonstrated ability to prioritize workload, meet deadlines, and complete assignments.
Time Commitment and Expectations	<ul style="list-style-type: none"> • Approximately 1-4 hours per month to include monthly meetings. • All committee members are expected to sign a non-disclosure agreement. This agreement details the guidelines for data collection, confidentiality, and intellectual property ownership.