



Almanac Editorial Board: Job Description

Charge/Purpose

The *Almanac* Editorial Board is responsible for supporting the mission, vision, purpose and strategic plan of the Alliance for Continuing Education in the Health Professions (Alliance) through content. The *Almanac* Editorial Board is responsible for providing expert advice on content, attracting new authors, assisting in writing articles and encouraging submissions to the *Almanac*. In addition, the editorial board is responsible for developing, in collaboration with staff liaison and across the association, themes consistent with the editorial policy and for developing procedures to foster effective management of the *Almanac*.

Composition

The *Almanac* Editorial Board reports to the Alliance Board of Directors. The editorial board is comprised of one editor-in-chief, one vice chair, a board liaison and up to 10 committee members. Each committee member can serve up to two, three-year terms. The President of the Board of Directors, per bylaws, shall appoint the editor-in-chief. The editor-in-chief will serve a three-year term with possible reappointment by the President, not to exceed two consecutive terms.

Qualifications

- Must be a member in good standing.
- Committed to ensuring a high-quality and evolving member resource.
- Must maintain a working email address in the membership database.
- Must be able to respond to queries within 48 hours.
- Must be detail-oriented and able to meet deadlines.
- Prior editorial experience/background is a plus.

Time Commitment

- The editorial board member time commitment is approximately 2-3 hours a month.
- The editor-in-chief time commitment is approximately 6-8 hours a month.

Editorial Committee Member Expectations

- Review agenda and all materials prior to each committee meeting.
- Attend editorial board meetings.
- Conduct a "peer review" of articles as assigned to ensure quality of published content.
- The editor-in-chief is responsible for quarterly reporting to the board of directors.

Editorial Board Member Duties

- Assist in identifying 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.
- Share author guidelines with all authors and provide support to ensure compliance.
- Conduct a “peer review” of articles as assigned to ensure quality of published content.
- As assigned, engage committee chairs, section leaders and SIG champions to obtain articles.
- Provide feedback on the general editorial direction and vision of the publication.
- Increase readership engagement through reviewing of analytical reports provided.
- Share technology trends in order to increase ease of readership access.
- Identify potential editorial committee members from the Alliance’s diversified and interprofessional membership.

Editor-In-Chief Duties

- Consult with the board liaison, as needed, regarding content and editorial direction to support mission, vision and purpose of the Alliance.
- Collaborate with staff liaison to ensure adequate, relevant content and on-time publication.
- Ensure all authors are treated with fairness, courtesy, objectivity, honesty and transparency.
- Ensure policies on conflicts of interest for *all* involved in the publication process are upheld.
- Establish clear author guidelines and ensure dissemination.
- Identify, solicit, review and select articles on issues that are pertinent and time-sensitive to the membership and the profession.
- Make editorial decision with reasonable speed and clearly communicate them in a constructive manner.
- Select, develop and guide the editorial board to review contributions, assist with solicitations for content and develop themes.
- Write stories, feature articles or regular columns, as necessary.
- Establish a system, in collaboration with staff liaison, for effective and rapid article review.
- Coordinate with the editorial board to identify themes, prioritize articles and maintain deadlines.
- Negotiate differences of perspective or opinion among article stakeholders on editorial content.
- Assign editorial board members to the board, committee chairs, section leads, and special interest group champions in order to solicit timely Alliance content for membership informational updates.
- Chair the annual editorial board meeting at the Annual Conference.