



ALMANAC EDITORIAL BOARD JOB DESCRIPTION

Charge/Purpose

The *Almanac* Editorial Board (Committee) is responsible for supporting the mission, vision, purpose and strategic plan of the Alliance for Continuing Education in the Health Professions (Alliance). The *Almanac* Editorial Board is responsible for assisting in the writing, solicitation and review of articles for the 12 monthly issues of the *Almanac* publication. In addition, the Editorial Board 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 publication.

Composition

The *Almanac* Editorial Board (Committee) reports to the Alliance Board of Directors. The editorial board (committee) is comprised of one editor-in-chief, one to two assistant editors, for a total of up to 12 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
- Desire to advance the mission of the Alliance
- Ability to make the necessary time commitment
- Must be committed to upholding the editorial integrity of the *Almanac* and willing to contribute to ensure it remains a high-quality and evolving member resource
- Must maintain a working e-mail address in the membership database
- Must be able to respond to queries promptly
- Must be detail-oriented and able to meet deadlines
- Prior editorial experience/background a plus

Time Commitment

- The Editorial Board time commitment is approximately 1-2 hours a month
- The Assistant Editor time commitment is approximately 3-5 hours a month
- The Editor-in-Chief time commitment is approximately 6-8 hours a month

Editorial Board (Committee) Member Expectations

- Review all materials/agenda prior to each committee meeting
- Attend quarterly Editorial Board Conference Calls and/or monthly Editor calls as applicable
- Attend in-person Editorial Committee meeting at Annual Conference
- The Editorial Board, through the Editor-in-Chief, is responsible for quarterly reporting to the Board of Directors updates, plans, activities and accomplishments

Scope of Authority and Lines of Accountability

Make Decisions:

- Guides content development and generation for the publication, collaborating with staff to identify articles and potential authors for the *Almanac*, contributes ideas regarding editorial themes and provides feedback on the general editorial direction and vision of the publication

Makes Recommendations:

- For any changes to the *Almanac* in terms of frequency, size of publication, focus and technology

Provides Input:

- In order to increase membership engagement with the publication

Monitors:

- Trends, issues, developments related to continuing healthcare education professionals
- Committee, section and special interest group discussions to increase the relevancy of the publication

EDITORIAL BOARD MEMBER DUTIES

- Assist in identifying key topics of interest, including those that are apropos to identified interests and needs
- Identifying, solicit articles as well as write articles for the *Almanac* as assigned by the Editor-in-Chief
- Respond in a timely manner to assignment requests
- Participate in quarterly Editorial Board conference calls
- Identify potential Editorial Board nominees
- Support outreach to committee chairs in order to obtain articles for publication
- Attend the annual Editorial Board meeting at the Alliance Annual Conference

EDITOR-IN-CHIEF DUTIES

- Consult with the Board liaison, as needed, regarding the content and editorial direction of the Almanac
- Collaborate with staff liaison to ensure on time publication of the Almanac
- Identify, solicit, review and select articles on issues that are pertinent and time-sensitive to the membership
- Select, develop and guide the Editorial Board to review contributions, assist with solicitations for editorial materials, and develop an annual editorial calendar and themes
- Write Editor-in-Chief column
- Review and respond to Letters to the Editor with balanced editorials
- Write stories, feature articles or regular columns, as necessary
- Coordinate with the Editorial Board to outline content for each issue, prioritize articles and maintain deadlines
- Assemble copy from Editorial Board before it is sent to the staff liaison
- Proofread final formatted drafts in a timely manner to adhere to publication timeline
- Negotiate differences of perspective or opinion among article stakeholders on editorial content and copy
- Collaborate with committee chairs, section leads and special interest group champions to ensure the Almanac serves the needs of the membership
- Encourage leadership to author articles to ensure the membership is regularly updated on Alliance activities
- Review all articles prior to publication to ensure they fall within the scope of the Alliance mission
- Chair the annual Editorial Board (Committee) meeting at the Annual Conference

ASSISTANT EDITOR(S) DUTIES

- Assist the Editor-in-Chief in identifying, soliciting, reviewing and selecting articles for the Almanac
- Assist the Editor-in-Chief in supporting the Editorial Board in their solicitation of content
- Write stories, feature articles or regular columns as assigned by the Editor-in-Chief
- Assist the Editor-in-Chief by fact-checking, copyediting, and proofreading articles
- In the absence of the Editor-in-Chief, assemble copy before it is sent to the staff liaison and proofread the final formal draft
- Attend the annual Editorial Board (Committee) meeting at the Annual Conference