

VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,
RECREATION AND DANCE

6.2

Journal Editor Operating Code
Revised 01-19-2018

- I. NAME: Journal Editor
- II. PURPOSE:
Coordinate the production of the VAHPERD *The Virginia Journal*.
- III. ORGANIZATION:
The Journal Editor shall:
 - A. be selected by an adhoc search committee, which will recommend to the Board of Directors for approval.
 - B. serve a three-year term with the opportunity to be reappointed by the Board of Directors.
 - C. be SHAPE America and VAHPERD member.
 - D. be evaluated on an annual basis.
 - E. be given 30 days notice if terminated by the Board of Directors.
 - F. give 30 days notice if resigning.
 - G. be paid a stipend for services rendered.
- IV. RESPONSIBILITIES:
The Journal Editor shall
 - A. be responsible for the publication of two journals a year. The fall journal should be in the mail and posted on the association's website at least 30 days prior to the convention.
 - B. solicit content from a variety of professional resources.
 - C. supervise the layout and edit all materials.
 - D. develop revenue-generating strategies.
 - E. coordinate the printing, mailing, and posting on the association's website of the journal.
 - F. select the editorial board members with the approval of the Board of Directors

Evaluation Process: Journal Editor

The Journal Editor is a part-time paid employee paid a stipend with an expense account, as approved and budgeted by the Board of Directors and after the three-year term, the Journal Editor contract may be extended by the Board of Directors. Service will correspond with the fiscal year, June 1 to May 31. Annual performance reviews will be conducted to provide feedback on strengths and weaknesses and to assure the needs of the Association are being met in an efficient and effective matter.

The members of the Board of Directors will complete an annual performance evaluation prior to the end of the contract period. The President and the Past President will compile the evaluation summary report and present it to the Executive Director and the Board of Directors. The Journal Editor will have an opportunity to respond to the evaluation summary report.

The following information should be included in the summary report:

1. The number of people who completed the evaluation.
2. The average score of each item (does not include rating of DNO).
3. A listing of comments for each evaluation category and general comments.

The Journal Editor may be terminated prior to the expiration of the term if:

- The evaluation results and/or suggestions during the year are not addressed and acted upon in an effective manner.
- There is failure to meet obligations listed in the Operating Code.
- Journal Editor commits illegal or egregious acts.

At the End of the three-year term, the board can either:

- Rehire for another three years
- Not rehire, in which case will be given 30 days' notice and a search would be initiated.

An Ad Hoc committee appointed by the President will conduct a search for a Journal Editor as specified in Article III. Section A of this Operating Code.

Any separation of service, whether indicated by the Board of Directors or by the Journal Editor, must be in writing and must provide 30 days' notice.

Journal Editor Evaluation Tool

Rating Scale

- 4 –Exceeds Expectations** -- Comprehensive knowledge, skill, and experience
- 3 -- Satisfactory performance** – Meets expectations
- 2 -- Needs strengthening** -- Limited performance, knowledge and/or experience
- 1 -- Inadequate** -- Not acceptable
- DNO** – Did not observe

To what extent do you feel the Journal Editor performed the duties of the position?
 Indicate your rating of each item and provide comment(s) as you feel appropriate. Comments are required for any rating of 1 or 2. If no comment(s) is provided for a rating of a 1 or a 2, the rating will not be considered.

RESPONSIBILITIES

Performance Indicators :	Rating				
	4	3	2	1	DNO
Publication of two journals a year					
Publication of the Fall Journal must be in the mail and posted on the association’s website at least 30 days before the convention					
Solicit content of the Journal from a variety of professional resources.					
Supervise the layout and edit all materials of the journal.					
Develop revenue-generating strategies.					
Coordinate the printing, mailing, and posting on the association’s website of the Journal.					
Select the editorial board members with the approval of the Board of Directors.					

Responsibilities

Total Evaluation Score _____

Comments:

General Comments:

Unsatisfactory rating for consideration of conditional renewal (development plan is required) – average score of less than 3 on majority of items scored (does not include DNO scores) or scores less than 3 on all items in one category

Satisfactory rating for continuation of position - average score of three or more on majority of

items scored (does not include DNO scores).