

JOURNAL EDITOR
POSITION DESCRIPTION
Revised 6-1-03

SKILLS REQUIRED:

1. Have knowledge and use of personal computer skills
2. Type (word processing)
3. Edit
4. Create artistic ideas in layout and design
5. Exhibit excellent communication skills
6. Utilize Microsoft Office software and Printshop
7. Scan photos into digital images when necessary

TOOLS REQUIRED:

1. Personal Computer
2. Color Printer
3. Scanner
4. Email address and access
5. Microsoft Office

COMMITMENT:

1. Dedicate ten hours a month in performing required duties.
2. Attend meetings when appropriate - 3 hours per month.
3. Attend board meetings when invited - 3 hours per month.
4. Prepare and edit journal articles - 2 hours per month

RELATIONSHIPS:

1. Work with the Executive Committee
2. Work with other Board of Directors
3. Communicate with the authors in a timely fashion.
4. Work with advertisers

RESPONSIBILITIES: (As stated in the operating code)

1. Be responsible for the publication of two journals a year. The Fall Journal shall be in the mail 30 days prior to the convention.
2. Solicit content from a variety of professional resources.
3. Supervise the layout and edit all materials.
4. Develop revenue-generating strategies
5. Coordinate the printing and mailing of the journal.
6. Select the Editorial Board members with the approval of the Board of Directors

JOB DESCRIPTION:

Represent the association's commitment to provide a quality publication, which provides:

Topical, ready-to-use and implement ideas and resources for Health, Physical Education, Recreation and Dance educators.

Research and research related articles with a focus on their application to improving educators in schools, organizations, classrooms, and learning centers devoted to the best practices.

1. Produce issues of the professional journal following the below schedule:

Spring Journal

- a. Jan. 15thmake sure all manuscripts are submitted.
- b. Apr. 1stsubmit first draft to printer
- c. Apr. 1stmake sure advertisements are submitted
- d. Apr. 15th.....submit final draft to printer
- e. Jun. 1stjournal is in the mail

Fall Journal

- a. Jul. 15th.....make sure all manuscripts are submitted.
- b. Sept. 15thsubmit first draft to printer
- c. Sept. 15thmake sure advertisements are submitted
- d. Oct. 1stsubmit final draft to printer
- e. Oct. 15thjournal is in the mail

2. Attend annual convention and other meetings to seek potential authors for articles.
3. Work with commercial printer and oversee the production of each issue from inception through mailing to members.
4. Plan, coordinate, and direct editorial activities.
5. Select and prepare material for publication.
6. Confer with officers to formulate policy, coordinate activities, establish production schedules, and solve publication problems.
7. Determine if a theme is to be used for an issue and gather related material..
8. Write and solicit articles, reports, editorials, reviews and other material.
9. Read and evaluate material submitted for publication consideration.
10. Secure graphic material from picture sources.
11. Interview individuals and attend gatherings to obtain items for publication.
12. Verify facts and clarify information
13. Research and organize material, plan overall and individual page layouts, and selects type.
14. Mark dummy pages to indicate position and size of printed and graphic material.
15. Reviews final proofs and approves or makes changes.
16. Reviews and evaluates submissions, makes recommendations and changes.
17. Perform other editorial duties.
18. Read trade magazines, journals, instruction books, and other material to become familiar with product technologies and production methods.

EVALUATION:

The Executive Committee will evaluate the Journal Editor on an annual basis using the “responsibilities” and “job description” criteria. The Executive Director, as a representative of the Executive Committee, will share both behaviors that are strong and those needing improvement. This assessment will be in writing and in person if thought necessary by the Journal Editor or Executive Committee. The written assessment will occur during the month of June. The optional in person discussion of the assessment will follow the July Board of Directors meeting and will include the Journal Editor and Executive Committee.

