

Journal Associate Editor

Schedule 3 – August 2011

The Activities

1. Scope

This specification provides for the activities that the Contractor will deliver to ACORN for the performance of the Agreement.

2. Detailed Requirements

Responsibilities:

1. Journal Coordination

- 1.1. To work with the Editor-in-Chief in the planning and organisation of the content of the ACORN Journal.
- 1.2. To liaise with the Local Associations (LA) or their nominated delegate to prepare the content for LA pages.
- 1.3. Prepare, in conjunction with the Editor-in-Chief, the annual planning schedule of deadline dates for the LA reports.
- 1.4. Ensure that all deadline dates are adhered to except when directed by the Executive.
- 1.5. Review, in conjunction with the Editor-in-Chief, all ACORN specific advertising/notices submitted and approve for publication.
- 1.6. Maintain records of the flow of reports and ACORN advertising from authors.
- 1.7. Proof read each LA report, amend and advise the publisher of changes for each edition.
- 1.8. Ensure adherence to copyright legislation.
- 1.9. Inform the Editor-in-Chief of developments affecting the LA reports and seek guidance when necessary.

2. Administration

2.1. Correspondence

- 2.1.1. Answer all LA correspondence relating to the LA pages.
- 2.1.2. Maintain a file for reports and photographs relevant to the journal.
- 2.1.3. Include the Editor-in-Chief, Administration Assistant & Executive Officer in all correspondence to ensure an appropriate watching brief and that Journal records are filed.

2.2. Reports

- 2.2.1. Submit written reports to the Editor-in-Chief for inclusion in the Journal submitted at each Board meeting including:

2.3. Meetings

- 2.3.1. Maintain regular contact with the Editor-in-Chief and Journal Committee

2.3.2. Record the minutes of editorial meetings and circulate minutes to Journal Committee, Chair, Executive Committee, sub-editors and the Secretariat

2.3.3. The Associate Editor may be required to attend face to face Board meetings as directed.

2.4. Financial

2.4.1. Maintain a petty cash income and expenditure records and submit to the Editor-in-Chief each quarter, or as required.

3. Professional

The Associate Editor is responsible for:

3.1. Reading current journals and keeping up with trends in journal presentation

3.2. Own continuing education on professional issues affecting perioperative nursing and nursing generally

3.3. Conducts literature searches and reviews through relevant literature databases to appraise trends in perioperative nursing practice.

4. National Conference

The Associate Editor shall assist the Editor-in-Chief coordinate the ACORN Conference Editorial Committee responsible for producing the daily national conference newsletter.

5. Performance Indicators

5.1. Maintenance of all records pertaining to the LA reports and ACORN advertising and evidence of achieving timeframes for timely publishing of journal

5.2. Timely submission of reports

5.3. Timely submission of expense claims

5.4. Regular collaboration with the Editor –in- Chief.

5.5. Collaborate on the development of strategic plan for journal.

6. Vacancy of the position

The term of contract for the Associate Editor will be 2 years with reappointment for further 2 years considered when the Associate Editor applies to the Journal Committee 6 months prior to contract expiration expressing interest.

The office of the Associate Editor will become vacant if the:

6.1. Associate Editor ceases to be a member;

6.2. Associate Editor ceases to be eligible for the position;

6.3. Associate Editor resigns from the position by notice in writing of at least one edition of the journal;

- 6.4. The Board, by majority of two thirds of the members present and voting at the meeting convened for the purpose, resolves that the Associate Editor be removed, or
- 6.5. Expiry of the two-year agreement if the option of reappointment is not enacted by the Associate Editor, or the Board choice not to reappoint

7. Leadership

- 7.1. The Associate Editor may attend Local Association Conference during this Agreement period if the Editor-in-Chief is not able to attend
- 7.2. The Associate Editor shall attend each ACORN National Conference during the Agreement period
- 7.3. The Associate Editor, at the absolute discretion of ACORN, and upon reasonable notice, may attend the International Journal editor's Conference; for the benefit of the Associate Editor, in performing obligations, under this Agreement
 - 7.3.1. The Associate Editor shall provide a written report to ACORN on such Conference, within 45 days of the Editor's return from such Conference
- 7.4. Upon reasonable notice by ACORN, and from time to time, the Associate Editor shall provide, ACORN in collaboration with the Editor-in-Chief;
 - 7.4.1. A strategic plan, (covering the period of two years from the date of such), including;
 - 7.4.1.1. Ongoing development of their area of responsibility of the Journal
 - 7.4.1.2. Objectives
 - 7.4.1.3. Key strategies for achieving the objectives
- 7.5. Associate Editor will be a member of the Journal Editorial Committee of ACORN, and will comply with any guidelines set by ACORN, in relation to such Committees from time to time.