

Global Forum Editor-in-Chief Roles and Responsibilities

General Area:	Roles & Responsibilities / Task Descriptions
Article Solicitation	Identify topics for articles
and Development	 Identify, recommend/ invite guest authors
	Identify interview subjects for issue's regulators' "Profile"
	●Maintain adequate editorial bank
	Collaborate on editorial calendar
Editorial Board	Serve as chair of the editorial board
	 Evaluate strategic objectives and vision
	 Identify, recommend and invite new members
	Remove / replace inactive / ineffective members
Editorial Board Meetings	• Annually chair two (2) Editorial Board meetings, one
	each during the yearly EuroMeeting and Annual Meeting, respectively
	Chair additional Editorial Board meetings (may be
	teleconferences) as needed
Editorial Content	Create/collaborate on an original editorial column for
	each issue (six issues per year)
Manuscript Processing	Review articles as required
	Oversee issue content as required

This position carries an honorarium, travel stipend and complimentary registration to both the US and EURO Annual Meetings. Please submit Letter of Interest, Letter of Vision for the GF and your CV to Judy.Connors@diahome.org by September 15, 2013