

ORTESOL Board Support Position Guidelines

(Revised June 2011)

Guidelines for the ORTESOL Administrative Assistant

Overall Objective: Assist the board

Selection: 1 assistant hired by the Executive Board. Annual wage increases will be based on the CPI (Consumer Price Index) for the fiscal year beginning in January and ending in December.

Duties:

1. Collect fees / checks from registrants
2. Give Treasurer fees/checks from registrants
3. Mail hard copy of newsletters and journals to members requesting it.

ORTESOL Journal Editor

Overall Objective: Oversee and manage the editorial procedure of the ORTESOL Journal

Selection: The Executive Board will hire two editors for a two-year renewable position. Annual wages will be based on a fixed rate to be determined by the board.

Duties:

1. Create a high-quality formatted journal (print and PDF) for publication in the spring;
2. Solicit manuscripts from potential authors and assist these authors in seeing their manuscripts to publication;
3. Select a sufficient pool of competent reviewers to reach conclusions and make decisions on manuscripts in a timely fashion;
4. Select papers for publication on the basis of the peer review (co-editors are in charge of the acceptance/rejection/revision and resubmission process);
5. Identify and appoint qualified members to the editorial advisory board;
6. Report to the ORTESOL Board annually by submitting a budget plan and proposal.
7. Send bills to the ORTESOL Treasurer
8. Notify board of resignation six months prior to publication of next issue.

