

JOURNAL EDITOR(s):

This is a position appointed by the president. It is a non-voting member of the Board of Directors. The purpose of this position is to produce two journals representing lessons and other academic articles of interest to the membership.

Ongoing responsibilities:

Solicit articles from members. Keep a computer database of all articles and author contact information. In the past a David Mavin problem has been chosen for each issue. Determine calendar for publishing of journal(s) with the President.

Schedule and conduct editorial board meetings as needed. Correspond with all authors to inform them of the board decisions.

Proof and edit all approved articles. Coordinate with typist. Send final draft to Administrative Assistant for submission to the printer. Review Galleys before final printing. Mail Journals. Send complementary journals to authors.