

AAO-HNSF
Editor in Chief
Otolaryngology–Head and Neck Surgery
OTO Open

Election and Term of Office:

- The Editor in Chief of the Foundation's scientific publications, if any, shall be elected by the single member for a four-year term, and he or she shall have such duties and responsibilities as may be prescribed by the Board. He or she may be re-electable to one successive four-year term to serve a total of two consecutive terms for eight years. If an individual shall serve two successive terms as Editor in Chief, he or she may not be re-elected to the position as Editor in Chief for a period of four years (Section 5.06).

Role / Authority (as specified in the bylaws of the organization):

- The Editor in Chief serves as an *ex-officio* member of the Board of Directors without vote (Section 4.02).

Specific Duties of the Position:

- Be responsible for the scientific content of the journals, maintaining and enhancing the journals' high standards for authoritative, innovative, and top-quality research.
- Monitor and ensure the fairness, timeliness, thoroughness, and civility of the peer-review editorial process.
- Implement practices and assess manuscripts for conflict of interest, in accordance with Federal standards and with policies of the Committee on Publication Ethics and the International Committee of Medical Journal Editors.
- Evaluate all manuscripts considered for publication to make certain that each provides the evidence readers need to evaluate the authors' conclusions and that authors' conclusions reflect the evidence provided in the manuscript.
- Work with the publisher and editorial staff at the Foundation to publish and promote the journals and otherwise further the journals' missions.
- Evaluate and select deputy editor, associate editors, editorial board members, and top 10 reviewers.
- Identify emerging areas of importance in the otolaryngology field and solicit articles from authors doing the best work in these areas.
- Report to the AAO-HNS Foundation Board on the performance of the journals at each Board meeting.
- Conduct annual Editorial Board and International Editorial Board meetings during the AAO-HNSF Annual Meeting & OTO Experience.
- Set strategic editorial goals for the journals in consultation with the publisher and the AAO-HNSF Board, especially with regard to serving the information and education needs of office-based and hospital-based clinicians.
- Be able to fill the time commitment of at least 10 hours per week.
- Adhere to the AAO-HNSF and publisher's fiscal policies regarding the journal, in so much as they do not encroach upon editorial independence.
- Adhere to the agreed-upon missions, publication practices, and schedules.

Responsibilities of All Members of the Board:

- Attend all regularly scheduled Boards of Directors Meetings. (reading materials in advance of the meeting approximately 4-6 hours prep time).
- Participate on conference calls or other meetings as required.

- Carefully review Board and financial reports and follow up on irregularities; request legal counsel or other expert advice.
- Review, be familiar with, and adhere to the organization's mission statement, strategic plan, bylaws, board policies and other important documents of the organization.
- Protect confidentiality of discussions, particularly when documents are provided under client-attorney privilege or discussions occurring during an Executive Session of the Board.
- Adhere to the organization's Financial and Intellectual Relationship Disclosure Policy by completing and updating a written disclosure 30 days prior to each Annual Meeting Board meeting, to include relevant financial relationships with commercial interests and other relationships that could cause private interests to conflict with professional interests, such as, but not limited to leadership roles with another association, society, journal, or certification body (e.g., ABOHNS,). The submitted statements will become an appendix to each of the Board Agenda books making them a ready reference during the meeting for all attendees. Furthermore, it is the responsibility of each Board member to declare any relevant conflicts openly during discussion at the Board meeting and prior to vote on any agenda item for which the member has a real and or potential conflict of interest or financial relationship.
- Be aware of and adhere to the organization's policy of strict compliance with federal and state antitrust laws.
- Complete an annual Board self-assessment.
- Be reimbursed for travel expenses in accordance with the Academy's policies and provided that the Board member satisfies the requirements for participating in the meeting.

General Expectations:

- Understand and accept the fiduciary responsibilities of a Board member.
- Actively participate in deliberations and exercise care in decision-making.
- Meet scheduled deadlines.
- Have an email address and web access to obtain necessary Board documents and participate in online community forums.
- Promote the organization's image by generally staying informed and representing the Academy to others.
- Recruit and orient future members and leaders.
- Maintain status as a member in good standing and adhere to the Academy's Code of Ethics.
- Treat other Board or committee members and staff with respect and courtesy.