

## **Editor**

The Editor is responsible for the editorial management of the journal of the Science Teachers' Association of Queensland (STAQ).

### *Responsible To*

The Editor reports to the Executive of STAQ and the members of STAQ.

### *Responsibilities and Duties*

The Editor should:

- Develop strategies for using the journal as a tool to improve the level of engagement that members have with STAQ.
- Develop proposals for journal fees and arrangements for consideration by council and/or executive members.
- Ensure that the content of the journal is of high quality.
- Participate in the editorial review process and ensure it is both timely and fair.

### *Knowledge and Skills Required*

Ideally the Registrar is someone who:

- Can communicate effectively
- Is passionate about STAQ and dedicated to improving STAQ practices and member engagement
- Has a good working knowledge of the STAQ membership packages, external requirements (ASTA capitation fees etc) and the Privacy Act

### *Estimated Time Commitment Required*

The estimated time commitment required as the Editor of STAQ is 1 hour per week averaged across the year, allocated approximately as:

- Attend council meetings (2 hours per month)
- Sundry matters (0.5 hour per week)
- Attendance at ad hoc functions (these may involve a weekend per year)

The Editor is appointed for a 12 month period.

## **Duty Statement**

### *Association Duties*

1. To attend and participate in monthly council meetings.
2. To appoint (and to excuse as necessary) Editorial Assistants to carry out the editorial operations of the journal.
3. To make final decisions on editorial content.
4. To read and review the journal in its entirety prior to publishing.
5. Together with STAQ staff, to perform initial evaluation of submitted manuscripts to ensure that they are properly within the scope of the journal.
6. To make minor adjustments to the scope of the journal in response to changes in the member community served by the journal.
7. To propose significant changes to the scope of the journal to the Advisory Council in response to changes in the membership community served by the journal.
8. Write a publications report to be presented at the AGM and included by the Secretary in the annual report
9. To represent STAQ at external events (e.g. JCQTA dinners, Tall Poppy awards, Peter Doherty awards) or meetings with government or affiliated bodies.

### *Statutory Duties:*

1. To attend all general meetings (of members), and council meetings.