



Management Roles

Executive Board Positions and Approximate Numbers

President	1
Vice President	6
Editor	Approximately 10
Peer reviewer	Approximately 20
Treasurer	1
Secretary	2
Advisory Committee	6

Role Responsibilities

President

- to assist with publication decisions and content
- to plan and lead executive board meetings
- to communicate with the faculty advisor and all associated school departments that assist the journal, including but not limited to marketing, legal, library, student affairs and more
- to organize and oversee all organization events
- to update journal documents
- to present to the school and affiliates regarding the journal
- public facing leadership and representation of the Journal

Vice Presidents

- Roles of all Vice Presidents
 - to assist the president with journal duties
 - to lead meetings in the president's absence
 - to assist the president with his/her duties
 - to review and provide feedback on articles
 - to assist with logistics of the journal regarding review, marketing, formatting, events and more
- Vice President of Operations
 - to oversee the editors and the progression of manuscripts through the review process
 - to maintain student organizational status at NEOMED
 - to organize a fundraiser and volunteer event yearly

- Vice President of Production
 - to run all articles through the plagiarism software
 - to format all articles
 - to share all articles with the NEOMED Writing Center for feedback
 - to upload each article to the library's website
- Vice President of Education
 - to oversee Manuscript Writing Workshops
 - to lead the workshops
 - to determine presenters
- Vice President of Compliance and Faculty Relations
 - to organize the members of the faculty compliance board
 - to share articles with the faculty compliance board
 - to locate faculty/affiliate reviewers for all articles and connect editors with determined reviewers
- Vice President of Marketing
 - to work with NEOMED marketing department
 - to publish information regarding the JMS on the Pulse
 - to compile the final issue into one complete and cohesive publication including all necessary components e.g, cover page, disclaimer, welcome note, table of contents, names of members
 - to prepare flyers
 - to update campus groups with workshop events
 - to update our website
- Vice President of Innovation
 - to create workflows, publishing documents, instruction to authors and all initial documentation needed to form an innovation issue of the JMS
 - to oversee the editors and the progression of innovation articles through the review process

Editors

- to compile all feedback from peer reviews
- to review the assigned articles
- to communicate necessary corrections with the author of the submitted article

Peer Reviewers

- to review the submitted articles, providing overall feedback and comments on the document itself

Secretaries

- to record all meeting minutes
- to write correspondences on behalf of the journal
- to schedule meetings and workspaces on behalf of the journal

Treasurer

- to oversee the finances of the organization
- to collect and distribute funds including those needed for journal distribution and journal events

Advisory Committee Member (Ex-officio)

- to attend all executive board meetings and mandatory events

Mandatory Requirements

All members must attend required weekly (president and vice presidents) or monthly (all executive board members) meetings. Additionally, all members must attend monthly manuscript writing workshops and complete Elsevier's Certified Peer Reviewer Course. The president must be notified of any absences or delays 24 hours in advance for approval of an exemption. More than three unexcused absences or missed deadlines can result in termination of executive board position, following a meeting with the president and faculty advisor.

Election Procedures

President and Vice President Positions

Election decisions will be made by the faculty advisor, and the President and Vice Presidents from the previous year. If any previous Presidents or Vice Presidents are running for re-election, they must be removed from the decision process. Prior involvement and significant research history is required.

Editors, Peer Reviewers, Manuscript Writing Workshop Coordinator, Production Team Members, Secretary, Treasurer

Election decisions will be made by the faculty advisor and the President and Vice Presidents from the previous year. If any previous Presidents or Vice Presidents are running for any of the positions above, they must be removed from the decision process.

Executive Board Organization

