Role Profile

Title: STEP Journal Editorial Board member

Reporting to: Managing Editor

Purpose

The STEP Journal Editorial Board provides feedback on proposed content, ideas for new content, and suggestions for potential authors.

The Board’s input is critical to maintaining the high editorial standards for which the STEP Journal is renowned: the Board comprises full STEP members who, as experts in their fields, provide informed views on technical points, and on-the-ground industry perspectives.

Membership

- There are 10-12 places on the Board.
- As far as possible, the Board’s membership should be broadly reflective of the geographic and professional spread of STEP’s membership.

Role responsibilities

- Providing, on an ad hoc basis:
  - ideas for potential articles, book reviews and other STEP Journal content;
  - suggestions for potential authors, and whom to speak to about given subjects; and
  - general feedback about content (for example, the balance of jurisdictions represented).

- Reviewing and providing feedback, by email, on draft content sent to Board members prior to the publication of each issue (~20 articles per issue).

  This feedback should cover:
  - the suitability of the subject matter;
  - the quality of the writing (concentrating on general readability and technical accuracy); and
  - whether any content should not be accepted for publication.

- Writing a 750-word foreword for one issue each year, under the direction of the Managing Editor.

- Volunteering to write articles/content, where practicable and appropriate, for the STEP Journal.

- Networking regarding the publication, where appropriate, to generate interest among potential authors, advertisers and sponsors.
• Where required, acting as a sounding board for the STEP in-house editorial team, particularly the Managing Editor, regarding STEP Journal content.

• Attending a once-yearly editorial meeting, either in person or remotely (video or conference call), to review the editorial content and related matters from the last ten (or so) issues.

Person specification

Board applicants must:

• be Full Members (TEPs) of STEP;

• abide by the STEP Code of Best Practice and uphold our values on members’ behaviour; and

• not be a current member of the Trust Quarterly Review Editorial Board.

Time commitment and tenure

Board members are expected to dedicate the time necessary to cover their duties, as set out above.

Board members serve for an initial term of three years, renewable once (for a total of six years).

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