

***SWE Magazine* EDITORIAL BOARD PROCEDURE**

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***SWE Magazine* EDITORIAL BOARD PURPOSE**

The purpose of the Editorial Board is:

1. To help ensure that *SWE Magazine* supports SWE's mission and goals.
2. To help ensure that *SWE Magazine* presents a professional image, has high quality articles, and meets the needs of the members.

SWE Magazine is the official magazine of the Society of Women Engineers. Its specific functions are:

1. To represent the Society to the public and support the Society's mission.
2. To highlight the achievements and contributions of women in engineering and technology.
3. To serve as a center of information on topical issues of interest and/or concern to women engineers and the Society's membership.

SCOPE

1. To provide input, support, and insight to the editor of *SWE Magazine*.
2. To suggest themes for magazine issues and topics for articles, solicit articles, and review articles as appropriate for acceptance prior to publication.
3. To be a sounding board for critical issues facing SWE and women engineers in general and how best to address them in the magazine.

Part I - Editorial Board Procedure

A. Structure of the Editorial Board

1. The Chair of the Editorial Board is appointed by the President and approved by the Board of Directors. The Editorial Board chair should be familiar with the Society's mission, structure and procedures, have a wide network of technical and Society contacts, have a broad interest in and knowledge of issues impacting the engineering profession in general and women engineers in particular, and have recent experience as a member of the Editorial Board.
2. The Editorial Board consists of at least six members who are approved by the Editorial Board Chair. The Editorial Board membership should strive to maximize diversity in many areas, including geography, professional experience, employment, engineering discipline, race, sex, age, etc. Members of the Editorial Board should be familiar with the Society's mission, structure and procedures and have a wide network of technical and Society contacts. Editorial Board members should make a commitment to serve for a minimum term of two years. Members will be added as necessary at the discretion of the Editorial Board Chair.
3. The Society's Executive Director and *SWE Magazine's* Editor will be non-voting members of the Editorial Board.

B. Board of Directors (BOD) Contact

The Society President will assign a BOD contact for the Editorial Board at the beginning of each fiscal year. The BOD contact has the responsibility to inform the Editorial Board of activities of the BOD and to provide requests for information in a timely manner. The BOD contact presents any motions from this committee to the BOD or ~~Council of~~

~~Representatives (COR)~~Senate. The BOD contact shall serve as an ex-officio, non-voting member of the committee. The BOD contact for the Editorial Board is typically the Executive Director.

C. Duties and Responsibilities of Chair

1. Assign duties to members of the Editorial Board and ensure that these responsibilities are performed.
2. Coordinate closely with the *SWE Magazine* Editor as each issue is assembled and respond to requests for consultation with the editor in a timely fashion.
3. Call, plan, and lead Editorial Board meetings.
4. Maintain editorial calendar for upcoming issues in collaboration with the editor.
5. Recommend the Chair-elect to the BOD contact. The Chair-elect should be selected from current Editorial Board members or have Editorial Board experience.
6. Follow the General Committee Procedure with respect to expenses, reports, requests for Board actions, contact with the public, communications, procedure revisions, files and their disposition.
7. Communicate regularly with the rest of the Editorial Board members.

D. Duties and Responsibilities of Editorial Board Members

1. Suggest themes and article ideas for each issue of the magazine.
2. Solicit articles for each issue as appropriate.
3. Review articles and other submissions prior to publication upon request of the editor.
4. Acknowledge receipt of articles and forward them to the editor.
5. Coordinate articles with the editor of *SWE Magazine*.
6. Send solicited authors a copy of the magazine in which their article appears.
7. Attend two Editorial Board meetings per year.
8. Board members are not required to write, but if they wish to author an article in the member-written portion of the magazine, they must adhere to all deadlines.

E. Files

The Chair is responsible for maintaining the following files and providing a copy to Headquarters:

1. Committee Procedures
2. Roster
3. Past two year's minutes of Editorial Board meetings

F. Distribution of this Procedure

1. Board of Directors, including Executive Director
2. Procedures Committee Chair
3. Editorial Board Chair
4. Editorial Board Members
5. *SWE Magazine* Editor/ Director of Editorial and Publications

Part II - Editorial Board Operating Procedures

A. Finances

The budget for Editorial Board operating expenses is included in the budget for *SWE Magazine* and typically includes meeting space and refreshments for two meetings a year, one in conjunction with the Society's annual conference and one in the spring. At the discretion of the Executive Director, travel expenses may be provided to board members in accordance with committee support criteria.

B. Editorial Policy

SWE Magazine considers submissions of original articles of general interest to a broad technical readership. Such articles may be submitted at any time. Topics of interest may include: career development issues, emerging technologies, unusual applications of engineering, innovative career guidance techniques, family issues, diversity issues, history of women engineers and scientists, professional trends and current events in engineering, and profiles of prominent women engineers. Editorial Board members may solicit articles at their discretion on topics of interest to women engineers. Feature articles are typically prepared by professional writers under the direction of the editor. The editor, with input from the Editorial Board as requested, determines whether or not to publish any article.

C. Communication with Board of Directors

Due to the strategic nature of *SWE Magazine* as the Society's flagship publication and public face of the organization, it is highly desirable for the Editorial Board Chair and/or the *SWE Magazine* Editor to meet with the Board of Directors on a regular basis to ensure coordination of high level messaging.

D. Editorial Board Annual Calendar

The following activities are typically performed each year.

<u>Month</u>	<u>Calendar</u>
July	Prepare Tactical Plan BOD Report #1 due to officer contact
August	Input for conference issue due to editor Fall/Yearbook issue of <i>SWE Magazine</i> mails
September	BOD Report #2 due to officer contact Work with HQ staff to ensure items necessary for annual conference meeting are requested
October	Conference issue of <i>SWE Magazine</i> mails Hold Editorial Board meeting at annual conference
November	Input for Winter issue due to editor
January	Input for Spring issue due to editor Winter issue of <i>SWE Magazine</i> mails BOD Report #3 due to officer contact

February	Work with headquarters staff to make arrangements for spring meeting
March	Spring issue of <i>SWE Magazine</i> mails
April	Hold spring Editorial Board meeting, typically in Chicago
May	BOD Report #4 due to officer contact
June	Input for Fall/Back to School issue due to editor Update committee procedure Prepare committee transition plan

Transfer files from previous chair(s) to new chair(s); use transition document.

Record of Revision

DESCRIPTION	DATE
1. Updated to reflect current editorial calendar	10/17/13