



Renal Society of Australasia

## Renal Society of Australasia Journal (RSAJ)

### Position Description – RSAJ Editor-in-Chief

#### Overall Purpose and Objective of the Role

Provide members with a high quality, peer-reviewed online journal publication which promotes and supports the aims of the Renal Society of Australasia (RSA).

Understand, uphold and support the constitution and mission statement of the RSA including objectives, guidelines and strategic plan.

Recognise and advise the RSA Board on issues and matters related to the Renal Society of Australasia Journal (RSAJ) including providing the RSA EO with a written report post publication, per issue.

Work in collaboration with the RSA EO to improve the profile of the RSA within the wider renal community.

#### Tenure

Appointment is for a fixed period of two years with the option to extend for a further 2 years at the discretion of the RSA Board, commencing 1 April 2020 with a handover period beginning in November 2019.

A review will be undertaken after the first two issues of the Editor-in-Chief's term in office. The Editor-in-Chief or the Board may discontinue the appointment after the review with 4 weeks' notice.

The Editor may resign from the position at any time with 6 months' notice given to the Board.

#### Management Responsibilities

In collaboration with the RSAJ Editorial Board, the Editor-in-Chief will:

- Provide a quality online journal that offers a forum for presentation of high-quality nephrology related research and debate/discussion
- Maintain the Journal to an internationally acknowledged nephrology publication standard.
- Provide strategic advice to the RSA EO on the development of the Journal and on governance issues related to its production
- Develop and apply content standards consistent with the RSA's philosophy, Position Statements and Governance Policies as determined by the Board
- Ensure the Journal is available to members via the Cambridge site with a link from the RSA Website, in a timely manner and within the allocated budget
- Coordinate the Editorial Board and oversee their effective contribution to the preparation of the Journal

#### Preparation Responsibilities

In collaboration with the RSAJ Editorial Board, the Editor-in-Chief will:

- Promote the Journal to potential authors and encourage the submission of original research, literature reviews, case studies and commentary on issues relevant to nephrology
- Seek potential submission from award winners at the RSA Conference and other high quality presentations



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- Ensure a focus issue on a topical subject, is produced and available online bi-annually
- Assess submitted manuscripts for publication
- Oversee peer review articles by a panel of experts drawn from the Editorial Board and other appropriate sources
- Correspond with authors regarding receipt, assessment by peer reviewers and acceptance/rejection of articles
- Brief and work with the Journal's publisher to ensure online deadlines are met
- Maintain regular and effective communication with the RSA EO
- Contribute to the RSA Annual Report via the RSA EO, by reporting on RSAJ activities and outcomes
- Report on RSAJ activities and outcomes at the RSA Annual General Meeting
- Attend one Board meeting per year (at the RSA Annual Conference)
- Recruit and manage an appropriate and well-credentialed Editorial Board
- Hold an Editorial Board Meeting once a year at the RSA Annual Conference
- Maintain a database of all papers submitted and assist with circulation of articles for peer review
- Maintain appropriate Terms of Reference for members of the Editorial Board/Referees

### **Publication**

The Editor-in-Chief will collaborate with the publisher to assist this work. The publisher is responsible for:

- Developing proofs of approved articles provided by the Editor-in-Chief
- Supervision of proof-reading copy prior to publication
- Ensuring the final version is made available online

### **Financial Responsibilities**

Work with the RSA EO to ensure publishing and production costs are effective by:

- Negotiation of contracts with publishers that reflect the needs of the journal and RSA
- Negotiation of advertising rates and space in the journal
- Monitor the income and expenditure of the RSAJ by maintaining RSAJ metrics and reporting to the RSA Board.

### **Essential Requirements**

- Be an experienced writer with preferable editorial review board experience
- Be an RSA member with extensive experience in any field of nephrology practice
- Have current knowledge of contemporary nephrology practices, education and professional issues
- Be experienced in manuscript development and/or online journal publication and be able to give time to this role as needed
- Have proven interpersonal and written skills
- Have a high degree of computer literacy and regular access to e-mail and internet services.

### **Remuneration**

The RSAJ Editor-in-Chief position is an honorary position attracting an annual honorarium of \$3,000 paid in two equal sums on 31 March and 30 September annually.

Financial support will be provided to attend the RSA Annual Conference (airfare, accommodation and registration) and will be paid by funds transfer.