



POSITION DESCRIPTION: JDMS EDITORIAL BOARD MEMBER

Development of the clinical and research expertise of practicing sonographers to increase unique and important research in the field and accelerate scientific evidence for the use of sonography is a key element of the SDMS's Mission and Strategic Plan. Therefore, it is important to have qualified sonographers and other health professionals serve on an Editorial Board that will assist and advise the Editor-in-Chief of the SDMS's scientific journal.

POSITION TITLE

Journal of Diagnostic Medical Sonography (JDMS) Editorial Board Member

POSITION CLASSIFICATION

Volunteer – JDMS Editorial Board Members are appointed volunteers serving in an advisory capacity to the JDMS Editor-in Chief (Editor) and the Society of Diagnostic Medical Sonography (SDMS). No payment or honorarium is given to Editorial Board members in return for their time and expertise.

POSITION SUMMARY

JDMS Editorial Board Members serve in collaboration with the Editor and Associate Editors to submit, review, and solicit manuscripts for publication. They also advise on the overall identity, marketing, and publication process of JDMS and recommend changes to JDMS policies.

POSITION ESSENTIAL FUNCTIONS/RESPONSIBILITIES

To assist in the growth and development of JDMS, Editorial Board Members are expected to:

- Participate in scheduled Editorial Board Meetings by teleconference and in-person if available at the SDMS Annual Conference ;
- Complete Author and Reviewer training during the first year of Editorial Board service (or as new training becomes available);
- Serve as a peer reviewer on at least three articles per year as requested;
- Become familiar with JDMS publishing systems and processes;
- Ensure the JDMS policies and processes are consistent with the *SDMS Board Policy: Diversity, Equity, and Inclusion* [B.5.1].
- Encourage colleagues and other contacts to submit articles;
- Suggest names of suitable Manuscript Reviewers, Editorial Board Members, and Guest Editor candidates as requested by the Editor;

- Raise awareness about the JDMS within the sonography industry, with academic institutions and other appropriate organizations, and vendors who have the potential to advertise in the Journal;
- Keep the Editorial Board advised of current research activities and future advances in the field and suggest possible topics for a future call for papers;
- Keep the Editorial Board apprised of other relevant industry news, special topics, and publications; and
- Provide input on JDMS policy and processes and identify areas for JDMS improvement.

In addition, they must provide at least two of the essential functions outlined below during each two-year term:

- Submit a manuscript for publication to the JDMS as primary or contributing author;
- Mentor a student or sonographer who has submitted a manuscript for publication;
- Serve as an evaluator for the Kenneth R. Gottesfeld Award; or
- Serve as a peer reviewer on two additional manuscripts (beyond the three required above).

POSITION QUALIFICATIONS

A JDMS Editorial Board Member should:

- Have a record of scholarship in the sonography field;
- Have experience in reviewing or authoring articles for publication;
- Have a network of colleagues in research and sonography practice;
- Have reliable internet access to facilitate use of the JDMS publication system;
- Have a strong command of the English language, including grammar and syntax; and
- Be a member of the SDMS during service on the Editorial Board.

JDMS Editorial Board opportunities will be made available at the same time as other volunteer opportunities during the bi-annual SDMS Call for Volunteers.

POSITION TERM

Members of the Editorial Board are recommended by the Editor and appointed by the SDMS President for up to two-year terms, which coincide with the incoming SDMS President's term. Appointment may be renewed if the Editor and the incoming SDMS President determine that the Editorial Board member continues to meet Editorial Board performance expectations and the JDMS needs will be met. Annual performance appraisals will be completed by the Editor, Associate Editors, Board Liaison, and SDMS staff to assist in determining continued appointment to the JDMS Editorial Board.

TRAVEL

JDMS Editorial Board members will be invited to an annual in-person meeting at the SDMS Annual Conference; however, it is not required that they attend, and registration and reimbursement will not be provided.

REPORTS TO

Members of the JDMS Editorial Board report to the Editor; however, day-to-day interaction may also come from the SDMS Chief Membership Officer, other SDMS staff, or the publisher's assigned liaisons. The SDMS President will also assign a Board liaison to the JDMS Editorial Board.