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| **Term of office** | 2 years with the possibility to extend or renew |
| **Meetings** | 1 committee meeting per year |
| **Why volunteer?** | In sharing your professional knowledge, enthusiasm, and personal time to support the Institute’s publishing work, you will contribute to:   * Shaping IPEM’s scientific and technical activities * Supporting our shared mission to improve health through physics and engineering in medicine   You will have the opportunity to:   * Build your professional network and meet like-minded people * Gain exposure to publishers, and scientific and engineering disciplines, that you may not receive elsewhere * Develop and evidence transferable management, project management, and communication skills * Support your career development, and find personal fulfilment |
| **Where does this role fit in?** | The Publications Sub-committee will have oversight of IPEM’s scientific publications, excluding journals. Committee members will primarily work with contributors to IPEM’s scientific reports series.  The sub-committee is chaired by the Editor-in-Chief of IPEM’s scientific reports series. The Publications Sub-committee will report to the Science, Technology & Engineering Committee (STEC).  The Director of STEC and the Policy and Professional Manager (national office staff) will ensure the committee is working to deliver under IPEM’s science leadership strategy and achieve timely delivery of high quality, relevant and engaging publications. |
| **Who can apply?** | IPEM Full Members and Fellows are eligible to apply. IPEM Associate Members are eligible to apply but are unlikely to have the requisite level of experience.  This role is suitable for more experienced and/or senior positions, but applications are welcomed from anyone with the desired skills and attributes.  Different workplaces (industry, academia, NHS, private etc.) and all training backgrounds are welcome, including unique career pathways. |
| **Examples of work** | * Ensuring that scientific publications’ quality aligns with the IPEM's charitable and financial objectives and meets the needs identified by STEC * Ensuring that the T&F Groups are well-established by their Publication Editors [PEs], and that the authorship process begins on schedule * Liaising with the Policy and Professional Manager to encourage completion of writing projects in accordance with publication calendar, troubleshooting where progress deviates from the agreed publication calendar, and if necessary, taking action to recruit new authors * Performing quality checks for the first drafts of scientific publications prior to peer review * Encouraging suitable groups and individuals to propose and form working parties to deliver scientific publications. |
| **Time commitment** | We anticipate 1 yearly meeting, with additional communication to authors, editors, and contributors. The time commitment should not exceed 1 hour per week on average. Work will be distributed through the committee and support will be available. |
| **Support available** | The sub-committee is chaired by the Editor-in-Chief of IPEM’s scientific report series who is experienced in this role.  It works with and reports to the Science, Technology & Engineering Committee (STEC) which has a range of subject matter expertise and experience.  The Policy and Professional Manager is the direct contact for national office support. |

**Eligibility requirements**

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| **Membership** | IPEM Associate Members, Full Members, and Fellows |
| **Experience** | * Experience of writing for publications, either individually or as part of a working party (any discipline) * Management experience in a professional or a voluntary role * Project management experience highly desirable |
| **Skills/attributes** | * A good understanding of scientific reports processes with experience reviewing, editing, and/or writing * Ability to take a strategic view of IPEM scientific publications and how they contribute to achieving IPEM’s charitable and other objectives * Ability to liaise effectively with IPEM members and other authors at all levels to achieve deadline and completion of projects * Interest in developing and supporting high-quality scientific publications * Strong communication skills; highly proficient in written English |