

### Role Description

#### Chair of the Scientific Publications Committee

<b>Term of Office</b>	2 years renewable for one further term of 2 years
<b>Annual Meetings</b>	4 Committee meetings per year
<b>Why volunteer?</b>	<ul style="list-style-type: none"> <li>• The satisfaction of “giving back” your knowledge, expertise and experience to support some of the Institute’s publishing work</li> <li>• Sharing your professional knowledge, enthusiasm and personal time means we can work together more effectively on our mission to improve health through physics and engineering in medicine.</li> <li>• Volunteers are absolutely key to achieving IPEM’s charitable objective through its strategy.</li> </ul>
<b>Where does this role fit in?</b>	This role is for the Chair of the IPEM Scientific Publications Committee, which is designed to have oversight of IPEM scientific publications (excluding journals). The Chair will manage this group, who has oversight over the submissions and production processes, and will liaise directly with dedicated National Office staff, namely, the Publishing Manager and the Professional Knowledge and Innovation Manger.
<b>Who can apply?</b>	IPEM Full Members and Fellows
<b>Examples of work</b>	<p>Specific aspects of the role include:</p> <ul style="list-style-type: none"> <li>• Chairing the Publication Committee meetings and follow up its commitments</li> <li>• Ensuring that scientific publications’ quality aligns with the IPEM's charitable and financial objectives and meets the needs identified by STERIC</li> <li>• In conjunction with the Publishing Manager, have a communication and coordinating role in the scientific publications process at all stages, as outlined in the editing process for IPEM scientific publications (see Appendix A).</li> <li>• In conjunction with the Publishing Manager, assesses scientific publications proposals submitted by the chair of Task and Finish (T&amp;F) Groups, sponsored by SIGs and others, and makes recommendations to the Publications Committee meetings.</li> <li>• Overseeing the Publications Committee voting process for submission approval, communicates the results to the T&amp;F Groups, and ensuring that any Committee suggestions are addressed prior to final approval.</li> <li>• Liaising with the Publishing Manager to ensure that the T&amp;F Groups complete the publication calendar template in a timely manner and providing guidance on any requested extension.</li> </ul>

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#### Chair of the Scientific Publications Committee

	<ul style="list-style-type: none"> <li>• Ensure that the T&amp;F Groups are well-established by its Publication Editor [PE], and that the authorship process begins on schedule.</li> <li>• Liaising with the Publishing Manager to encourage completion of writing projects in accordance with publication calendar, trouble-shooting as required and if necessary taking action to recruit new authors.</li> <li>• Alongside the Publishing Manager, reporting to the Publications Committee on the status of scientific publications and makes recommendations where progress deviates from the agreed publication calendar.</li> <li>• Coordinating with the PE to set up dates for the first draft of the scientific publication’s quality checks in order to guarantee the satisfaction of both the report sponsors and the Publications Committee members prior to peer review.</li> <li>• Encouraging suitable groups and individuals to propose and form working parties to deliver scientific publications.</li> <li>• Reporting to the Finance and Business Planning committee on matters related to the scientific publications programme.</li> </ul>
<b>Time Commitment</b>	10 days a year
<b>Support available</b>	The Publishing Manager is the direct contact for support.

#### Eligibility Requirements

<b>Membership</b>	Fellows, Full Members
<b>Experience Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Experience of writing for publications would be useful, either individually or as part of a working party.</li> <li>• Ability to take a strategic view of IPEM scientific publications and how they contribute to achieving IPEM’s charitable and other objectives.</li> <li>• Ability to liaise effectively with IPEM members and other authors at all levels to achieve deadline and completion of projects</li> <li>• Organised and able to manage multiple projects concurrently.</li> <li>• Willingness to devote the necessary time and effort to fulfil the duties of the role</li> </ul>