

NYS TESOL Journal
(Drafted October 2017, LGA)

Position: Assistant to Editor-in-Chief

Time: about 2 hours per week, volunteering

Volume: work may come in waves, some weeks light load, some weeks heavier.

Overall load per month: not to exceed 8 hours

Conditions of volunteering:

- ✓ Reports directly to EiC
- ✓ Keeps all documents confidential
- ✓ Uses only journal e-mail
- ✓ Appointment is for one year, initially.
- ✓ Extension after review, for 3 more years.
- ✓ Two month resigning notice required.

Key role is to assist EiC with the following:

1. keeping the timeline – checking to ensure that editors are on track; reminding editors to keep on track, and reminding editors to remind authors and reviewers to keep the deadlines;
2. maintaining the recruitment pool, i.e.,
 - maintaining a list of possible reviewers;
 - contacting them via e-mail
 - sending out surveys
 - filing survey results
 - keeping survey results organized in an excel sheet;
3. collaborating with one office assistant to sort out the entire review pool list, including:
 - sorting will be done according to the area of expertise
 - this can be: assessment, identity, translanguaging, etc.;
4. keeping the Editorial Office member list up to date:
 - this involves having up to date addresses, work and email,
 - registering any changes in job positions,
 - annual survey of EO members to make sure the information is correct;
5. Collaborating with Office Assistant to get help if needed with any of the tasks above.

Contract: My signature indicates that I have read it and that I have agreed to it.

Date: _____ Signed: _____ Print Name: _____