

Editor, *The Endocrinologist*

Term of Office: 2 years (plus normally 2 years as Associate Editor immediately prior)

Overall purpose of the role:

The role of the Editor is to ensure the Society's magazine, *The Endocrinologist*, showcases the latest thinking in all areas of endocrinology, as well as news and issues that affect clinicians, scientists and nurses, at all career stages, working in the field of endocrinology. The magazine should reflect and support the Society's strategy and foster a sense of community.

Specific responsibilities

- Chair of *The Endocrinologist* Editorial Board.
- Reviewing all material to decide on its suitability in terms of subject, interest, quality and topic.
- Writing an editorial for each issue (4 issues pa).
- Identifying and commissioning articles from authors.
- Understanding the mission, vision and strategy of the Society.
- Reviews annually the knowledge, skills and diversity required within the Editorial Board to inform recruitment of new members.
- Horizon scans for news and issues relevant to the Society's membership.

Required input

- Chair all Editorial Board meetings so as to make effective use of time whilst promoting full participation by Board members (4 meetings pa).
- Liaising with the Managing Editor and Office team to ensure content is complete and published to schedule.
- Actively contribute to discussion and decision making.
- Respond in a timely manner to business conducted by email.
- Report to Council as required.
- Promote and act in the best interests of the Society at all times.

Required skills

- Ability to listen to different perspectives, challenge ideas constructively and make decisions that support the goals of the Editorial Board and the strategy of the Society.
- Understanding of the opportunities and challenges facing different groups of Society members and the field of endocrinology more broadly.
- Commitment to the aims and values of the Society and willingness to act as an ambassador.
- Clear understanding of equality, diversity, inclusion and unconscious bias.