

## Vice President (Publications) Position Description

The functions, duties, responsibilities, and qualifications of the SSIT Vice President (Publications) are as follows:

### Functions

1. Leads the publication operations of SSIT.
2. Chairs the Publications Committee with responsibility for smooth and efficient delivery of the publication operations of the SSIT.
3. Work with IEEE Committees and other Societies for collaboration and establishing best practice in the publications area.

### Duties and Responsibilities

1. Responsible for oversight of the Society's archival publications, letters and conference proceedings, the latter in collaboration with conference organizers.
2. Work with the Treasurer on budgetary issues that deal with Publications, i.e., page counts, publication costs, etc.
3. Work with Vice President (Conferences) on issues and actions related to journal- conference synergy.
4. Nominate Editors-in-Chief of the Journals fully owned by the SSIT, as required, for appointment by the President.
5. Nominate members of the Steering Committees of co-sponsored publications, as required, for appointment by the President.
6. Monitor the effectiveness of SSIT's publications goals and policies.
7. Stay current on relevant IEEE policies and communicate pertinent matters to SSIT Board of Governors.
8. Attend and contribute to the Board of Governors Meetings and report as needed.
9. Attend the IEEE Publications Panel of Editors meetings.
10. Attend the IEEE TAB meetings when required/suggested for any business related to the SSIT present or future activities related to Publications.
11. Make recommendations to the Board of Governors on future directions for IEEE SSIT publications, including new publications and alternative modes of publication.
12. Represent the SSIT in discussions and negotiations within IEEE on policy matters related to publications.
13. Facilitates transfer of duties, responsibilities, and ongoing business activities to incoming post-holder in a timely manner.

### Qualifications

The qualifications for the SSIT Vice President (Publications) include the following:

1. Must be of IEEE Senior Member grade or higher.

2. Must be a member of SSIT.
3. Must have significant experience as Editor (long-term Associate Editor, or Senior Editor, or Topical Editor, or Associate Editor-in-Chief, or Editor-in-Chief) for one of the journals of the SSIT (fully or partially owned)

**Term of Office**

1. The term of the Vice President (Publications) is one year, renewable annually.

**Time Commitment**

1. Up to twenty hours a month.

