

**POSITION DESCRIPTION  
FOR EDITOR-IN-CHIEF OF THE  
MONOGRAPH EDITORIAL BOARD**

1. Incumbency. The Editor-in-Chief of the CAS Monograph Series is a member of the Society recommended by the Vice President-Administration, subject to confirmation by the Executive Council.
2. Tenure. The Monograph Editor-in-Chief serves for one year. The service year is normally from annual meeting to annual meeting, unless specified to be otherwise by the Executive Council. An incumbent may be re-appointed annually and serve for up to three years.
3. Accountability. The Monograph Editor-in-Chief is accountable and reports to the Vice President-Administration.
4. Duties. The Monograph Editor-in-Chief is responsible for seeing that the Monograph Editorial Board meets its charge as specified by the Executive Council. The charge to the Editorial Board is as follows:

The Monograph Editorial Board is the governing body of the CAS Monograph Series. The Monograph Editorial Board maintains guides for submissions, solicits material for publication, evaluates submissions, coordinates with authors, and works with CAS staff on production.

The duties of the Monograph Editor-in-Chief fall into two categories: those that are common to all committee chairpersons, and those that are specifically related to the work of the Editorial Board.

Common Duties:

- a. Manage the membership of the Editorial Board in accordance with the guidelines set forth in the Committee Chairpersons' Manual. Recruit new members utilizing the annual Participation Survey and other sources. Submit welcoming and appreciation letters to new and retiring members, respectively.
- b. Prepare (annually) and submit to the Vice President-Administration the goals of the Editorial Board for the coming year of service.
- c. Prepare (annually) and submit to the CAS Office the Editorial Board's budget requirements for the coming fiscal year of service. These requirements will be reviewed by the Finance Committee and approved by the Executive Council.
- d. Prepare (quarterly) a brief "actual vs. goals" report and submit to the Vice President-Administration for incorporation into the Vice President-Administration's quarterly cycle report to the Executive Council.
- e. Participate in meetings of the Executive Council from time to time as may be requested by the Vice President-Administration.
- f. Review (annually) this position description (including the Editorial Board description) for continued relevance and propose any changes to the Vice President-Administration.
- g. Provide support to other Society committees as requested.
- h. Assign tasks to Editorial Board members or subcommittees so as to achieve the agreed upon goals for the year.
- i. Monitor the work of Editorial Board members to ensure that progress towards goals is being achieved as planned.

- j. Monitor the staffing of the Editorial Board to assure that resources are equal to the task and report any imbalances with recommendations to the Vice President-Administration.
- k. Attend the annual CAS Leadership Meeting.
- l. Perform other duties as may be assigned by the Vice President-Administration.

Specialized Duties:

- a. Periodically review the Guides for Submission to Monographs to ensure current appropriateness and recommend changes to the Vice President-Administration as necessary and desirable.
  - b. Solicit submissions for Monographs, evaluate submissions, and conduct correspondence with authors.
  - c. Work specifically with Research Committees, Working Parties, the Syllabus Committee, and the Editorial Committee to identify potential content for Monographs.
  - d. Establish target publication dates and monitor interim progress.
  - e. Recruit specialist Editors who can effectively assist the Editorial Board, as necessary.
  - f. Work with the CAS Office Publications staff in all phases of the publication process from initial submission to distribution of the published Monograph.
  - g. Serve as an ex-officio member of the Publication Management Board.
  - h. Generally do all that is necessary to assure that the mission of the Monograph Editorial Board is carried out.
5. Authority. The Monograph Editor-in-Chief has the authority to act as required to effectively carry out the mission of the committee except:
- a. Authorize expenditures on behalf of the Society without approval of the Vice President–Administration unless they are included in the approved CAS budget.
  - b. Enter into contract on behalf of the Society without specific authorization from the Vice President–Administration.
  - c. Unilaterally launch a Committee activity not clearly within the Committee charge.

The Editor-in-Chief of the CAS Monograph Series is charged with exercising sound judgment in the conduct of the business. Whenever a question arises where authority/responsibility is not clear, the Editor-in-Chief is expected to consult with the Vice President-Administration in advance of exercising any of the available options.

6. Miscellaneous. In the event of the unavailability of the Vice President-Administration to answer questions, consult on problems, etc., the Editor-in-Chief should refer the question, problem, etc. to the attention of the President-Elect, then the President in order of availability.