



Policy Title:	Role Description – Editor		
Policy Number:	AACBT-POL-09.09	Process Owner:	Board
Authorised by:	Board		
Last Review Date:	August 2020	Next Review Date:	March 2025

Position Title	Editor (Contracted, non-Director)
Organisation	Australian Association for Cognitive and Behaviour Therapy (AACBT)
Position Purpose	The Editor's responsibility is the oversight of the journal of AACBT – Behaviour Change – including administration and reporting.
Reports to	National President The Board of Directors for AACBT
Portfolio	Overall responsibility for production of journal
Remuneration	Nil, voluntary position <ul style="list-style-type: none"> Refer to Travel Policy for reimbursements Annual membership is complimentary
Term of Appointment	Five (5) years, with option of second term if agreed (or shorter if resigned or terminated by Board)
Governing Document	Contract
Requirements	Essential: <ul style="list-style-type: none"> Full member of AACBT Excellent diplomatic and interpersonal skills Strong analytical, critical thinking, and problem-solving skills Enough time availability to undertake Editor duties Attendance at national conference Willingness and ability to be able to work remotely, via e-mail / phone / etc Attendance at meetings Experience with academic writing / editing Preferred: <ul style="list-style-type: none"> Five (5) years of experience in cognitive and/or behaviour therapy (CBT) practice and/or research Broad connections within CBT community (domestic, national, international)
Groups / Memberships	This position is a non-voting, ad-hoc invited member of: <ul style="list-style-type: none"> AACBT Board This position Chairs meetings of the Behaviour Change Editors group <ul style="list-style-type: none"> Comprising of: Editor, Deputy Editor, Associate Editors Group meets virtually twice annually (minimum)
Key Relationships	This position primarily interacts with: <ul style="list-style-type: none"> National President Executive Officer Cambridge University Press Behaviour Change Editors group

**Position Responsibilities****Objects of AACBT:**

- To undertake and promote research and education into CBT
- To publish and disseminate information about developments in CBT within Australia and other countries
- To provide education and training in the principles and practices of CBT
- To support scientific, evidence-based practice of CBT within Australia
- To liaise and consult with other persons or organisations in the research, education and practice of CBT

Also refer to AACBT Strategic plan

General:

- Liaise with National President (and Board) as agreed
- Regularly attend board meetings and participate actively and conscientiously as agreed
- Prepare for meetings by reviewing the agenda and supporting documentation
- Keep up with issues and trends that affect AACBT
- Maintain confidentiality on all internal organisational affairs
- Undertake tasks as agreed / directed by Board
- Host / chair AACBT events as agreed
- Act in the best interests of AACBT and avoid any conflict of interest between their own interests and the interests of AACBT

Portfolio specific:

- Oversight and administration of contract with Cambridge University Press
- Provide advice and recommendations to Board for policy and process changes
- Recommend appointments of Deputy / Associate Editors as vacancies arise to Board / National President
 - Includes varying the number of Deputy / Associate Editors
- Recommend appointments of Editorial Board members to Board / National President
- Liaise with Cambridge University Press on which features of Scholar One should be activated for the journal

Tasks:

- Read each submitted article to assess suitability for the journal. Make desk rejections as appropriate
- Select an Action Editor from the Associate Editors for each paper in Scholar One
- Ensure a spread of editorial workload across the Editor, Deputy Editor, and Associate Editors
- Check on progress of papers as they flow through the Scholar One system, including:
 - Overdue reviews
 - Action Editor activities
 - Sending reminders to Action Editors (as required)
- Invite essays and review papers as desired
- Invite special issues and appropriate 'Acting Editors' for these issues as desired

Reports (examples available for reference):

- Annually (minimum) to the Board, including detail of:



	<ul style="list-style-type: none">○ Impact Factor○ Submission statistics<ul style="list-style-type: none">▪ Journal statistics, incl turnaround times○ Most cited papers○ Most downloaded / read papers○ Timeliness of the appearance of editions of the journal○ Basic statistics on processing time for manuscripts received● Annually to the Board via Cambridge University Press:<ul style="list-style-type: none">○ Usage, subscribers, and citations○ Current and prior year comparisons
Commitment Required	<ul style="list-style-type: none">● 10+ hours per month