TITLE: Med-Surg Matters! Committee Role Description

Approved: Feb. 7, 2013
Policy: 4.2

Purpose and Objectives:

Provide the content applicable to the AMSN membership for each issue of the MedSurg Matters! newsletter section of the MEDSURG Nursing Journal (MSNJ).

Editor

Selection and Term
1. Appointed by the President and approved by the Board of Directors.
2. Appointed for a two year term and may be reappointed based on satisfactory performance.

Qualifications
1. Meets criteria described in Policy 4.1 – Volunteer Units.
2. Ability to adhere to publication time lines.

Duties and Responsibilities
1. Assume responsibilities as outlined in Policy 4.1 – Volunteer Units.
2. Solicit, edit, and occasionally write articles for publication.
3. Ensure accuracy of articles, consistency with organizational goals and objectives, and use of appropriate writing style and grammar.
4. Work with an Editorial Committee and Column Editors to assess needs, solicit manuscripts, and review manuscripts for publication.
5. Develop newsletter/manuscript status reports for each issue, working 2-3 issues in advance.
6. Lead conference calls on a regular basis (every 2-3 months)
7. Encourage AMSN members to submit articles whenever possible and mentoring new writers.
8. Determine priority of articles for each issue.
9. Submit copy to the Managing Editor by deadlines in the designated format.
10. Collaborate with the Managing Editor to produce the final copy for publication.
11. Collaborate with the MEDSURG Nursing Journal Editor to produce the final copy for publication.
12. Maintain manuscript on file until published.
13. Provide an activity report to the Board of Directors before each Board meeting no later than the requested due date.
14. Recommend any change in MedSurg Matters! content, etc. to the Board Liaison.
15. Attend the annual AMSN Convention to:
   a. Chair the MedSurg Matters! Committee meeting,
   b. Speak with attendees visiting the AMSN booth in the exhibit hall,
   c. Solicit potential authors (speakers, poster presenters, etc.).
Column Editors

Selection and Term
1. Selected as outlined in Policy 4.1 – Volunteer Units.
2. Appointed for a two year term and may be reappointed based on satisfactory performance.

Qualifications
1. Meets criteria outlined in Policy 4.1 – Volunteer Units.

Duties and Responsibilities
2. Assume responsibilities as outlined in Policy 4.1 – Volunteer Units.
3. Write and submit, or solicit, a specialty column for each issue of the newsletter.
4. Submit copy to the Managing Editor by deadlines in the designated format.
5. Maintain manuscript on file until published.
6. Ensure accuracy of the column’s consistency with organizational goals and objectives, and use of appropriate writing style and grammar.
7. Mentor new authors in the writing process as assigned.
8. Column editors may choose to participate as editorial committee members (optional).

Editorial Committee Members

Selection and Term
1. Selected as outlined in Policy 4.1 – Volunteer Units.

Qualifications
1. Meets criteria outlined in Policy 4.1 – Volunteer Units.

Duties and Responsibilities
1. Assumes responsibilities as outlined in Policy 4.1 – Volunteer Units.
2. Write and submit, or solicit, at least two clinical articles per year.
3. Review manuscripts within a requested timeframe (typically 3-4 weeks).
4. Mentor new authors in the writing process as assigned.

History

| Origination Date: October 1996 | Revision Date: January 2013 |Reviewed Date: December 2012 | Formerly: 10.16 |