

AAC BOARD MEMBERS DUTIES AND RESPONSIBILITIES [EXCERPT]

This document outlines the duties and responsibilities of the AAC Board members including the President, President-elect, Past-President, Members-at-Large, Secretary, Information Officer, Journal Editor, and the Treasurer. Because of the greater degree of responsibility, a schedule is also provided of the Presidential duties. The following descriptions focus on the primary responsibilities for each position, and all members may also be tasked with other duties as required. For further reference, the official responsibilities for each position are defined in the Arizona Archaeological Society bylaws (<http://arizonaarchaeologicalcouncil.org/page-1079320>).

***The Journal of Arizona Archaeology* Editor Duties**

- Set the editorial policy of the *Journal of Arizona Archaeology (JAzArch)*, and using input from peer reviewers and guest editors make final decisions on articles published in the *JAzArch*.
- Promote the mission of the *JAzArch* through the publication of scholarly communications regarding Arizona's archaeological record. Manuscripts are expected to be original research that improves our understanding of the past in Arizona.
- Ensure that the procedures and the decision-making process for *JAzArch* are posted on the website in order to inform potential authors.
- Identify and avoid potential conflicts of interest among those involved in the publication process, including the authors, peer reviewers, guest editors and members of the editorial panel.
- Review all content that is published in *JAzArch* for clarity and accuracy.
- Make editorial decisions on a timely basis and communicate them in a clear and constructive manner.
- Insure the effective peer review of submitted manuscripts, and if any problems or conflict arise, work to resolve them as quickly as possible.
- Maintain effective communication with authors regarding submitted manuscripts and acceptable scholarly practice.
- Organize and oversee the printing of electronic and paper copies of the *JAzArch* and distribute copies to the subscribers.
- Designate an Editorial Panel to assist with review, editing, development of editorial policy, and to nominate candidates for the editorship in the event of a vacancy.
- Designate a Managing Editor to assist with the formatting and publication of the *JAzArch*.
- Select Guest Editors for *JAzArch* issues as necessary.
- The editor may be dismissed by a majority vote of the AAC Board for failure to publish on a regular schedule or due to irreconcilable differences.
- In the case of a vacancy in the position of Editor, the Editorial Panel will nominate a candidate to the AAC Board and the Board will by a majority vote accept or reject the panel's candidate.

- Request the AAC Board to approve expenditures for *JAzArch* publication, including an honorarium of \$750 per issue to the Editor, \$750 per issue to the Managing Editor, and expenses for printing, postage and supplies.
- Regularly update the Board members on the journal status and document all expenditures.
- Attend and support the AAC annual conference.
- **Procedures for Selection of the Editor.** The term of service for the Editor shall be three years. Terms of service will begin on January 1st of a given year and extend for the next three calendar years. Sitting editors will announce their intention to continue or retire from the position by July 1st of the final year of their term. The Editorial Panel will then recognize the Editor's decision, and by a majority vote to either accept an offer from the Editor to continue another term or initiate a search for a replacement editor. The Editorial Panel's selection of a candidate will be forwarded to the AAC Board for ratification at the Board's meeting in the third quarter of the year. If the proposed Editorial candidate is rejected by a majority of the Board then the Editorial Panel will repeat the process. When the sitting Editor is retiring it is expected that the new Editor will work with the outgoing Editor for the last quarter of his/her term (a period of about three months) to ensure an orderly transition of duties. (Passed unanimously by Editorial Panel April 9, 2018; Ratified by AAC Board June 8, 2018.)
- **Formation of a Marketing Committee,** The Editorial Panel will designate a Marketing Committee to work with the AAC Board for soliciting support of the AAC through the use of promotional notices within each Journal publication. The committee will consist of at least one member from the Editorial Panel who will serve as lead, and other members as they are deemed necessary. (Passed unanimously by Editorial Panel April 9, 2018; Ratified by AAC Board June 8, 2018.)
- **Formation of the Editorial Panel.** The editor of the AAC journal is responsible for selecting the members of the journal's Editorial Panel. Members of the Editorial Panel may serve as long as they are in good standing. The AAC journal editor may request that the AAC Board members vote to remove any member of the Editorial Panel who is not in good standing. The AAC journal Editorial Panel should include at least 5 members who are in good standing. (Passed unanimously by Editorial Panel April 9, 2018; Ratified by AAC Board June 8, 2018.)