

## The Medical Humanities Journal of Boston College

### Executive Board Roles & Responsibilities

**Editor-in-Chief:** The Editor-in-Chief will serve as head of the *Medical Humanities Journal of Boston College*. The Editor-in-Chief will be responsible for conducting meetings, sending emails, proofing the journal and working closely with the faculty advisor. Further, the Editor-in-Chief will be oversee all other members of the Editorial Board to ensure that all expectations are being met.

**Deputy Editor:** The Deputy Editor will work closely with the Editor-in-Chief and Senior Editor to streamline publication processes. The deputy editor will responsible for receiving and managing the submissions. The Managing Editor will organize the submissions for the blind review.

**Managing Editor:** The Managing Editor will organize meetings, maintain the email account (BC.MHJ.1@gmail.com), plan the journal schedule, and ensure all requirements for official recognition from the University are met and contact university officials.

**Layout Team:** The Layout Team will be responsible for laying out the journal in the journal's official template. The Layout Team should also work closely with another member of the editorial board who will succeed him or her to introduce that editorial board member to the publishing software. Further, the Layout Team will work with the Website Team to ensure a smooth transition to the online reading platform.

**Website/Online Editor:** The Website and Online Team will be responsible for maintaining the journal's website and for loading the journal itself onto the online reader platform. The Website Team will update the website as necessary, amending it based on changes to the editorial board, journal policies, and schedule.

**Publicity Team:** The Publicity Team will be responsible for disseminating information about the journal both throughout Boston College and beyond the Heights. The Publicity Team will maintain the journal's Facebook and Twitter pages, and will be responsible for designing and displaying promotional materials throughout campus. Additionally, the Publicity Team will organize a publication event on campus for each issue.

**Treasurer:** The Treasurer will be responsible for the journal's finances. The Treasurer will be directly responsible to the ILA for funding, reporting and applying for all funds necessary. When necessary, the Treasurer will find alternate sources for funding and will submit all budget issues.

**Editor(s):** Editors of the journal will serve as readers of submissions and copy-editors of accepted submissions, as needed. They will review submissions along with the entire Editorial Board and will take on additional roles as needed by the other editors.