

Position Descriptions for ACMS Bulletin Editorial Board

Medical Editor (Chair)

Role:

Lead editorial oversight of the ACMS Bulletin, Snapshots newsletter, and Insights blog. Serves as the editorial voice of ACMS.

Responsibilities:

- Oversee editorial content, policy, and direction across ACMS publications.
- Approve final content and ensure quality, accuracy, and alignment with ACMS's mission.
- Recommend Editorial Board Members to the ACMS Board of Directors.
- Mentor Editorial Board Members, medical students, and resident contributors.
- Lead at least two Editorial Board meetings annually.

Term: 3 years, renewable once (maximum 6 consecutive years).

Editorial Board Members

Role:

Provide diverse perspectives and subject expertise to strengthen the ACMS Bulletin and related digital content.

Responsibilities:

- Contribute articles or columns (at least once annually).
- Review and edit submitted content.
- Suggest themes, topics, and contributors that reflect emerging issues in medicine.
- Represent their membership segment (attending, retired, resident, student).
- Attend a minimum of two meetings per year and engage in ongoing collaboration.

Term: 3 years, renewable once (maximum 6 consecutive years).