ASFMRA JOB DESCRIPTION
EDITORIAL COMMITTEE MEMBER
Level 2 – Learning Volunteer

Overview
The Editorial Committee reviews manuscripts submitted for potential publication in the Journal of the ASFMRA, which is published annually. The Journal publishes the thoughts, ideas and new developments of our organization and its members as well as others in related professions. It shall be the duty of the Editorial Committee to critique manuscripts submitted for consideration of publication in the Journal of the ASFMRA, to provide review comments to the authors of those respective manuscripts, and to ensure that the approved quality of the manuscripts consist of topics that will be of interest to the membership of the ASFMRA.

Key Team Member Responsibilities:
• Solicit ASFMRA members and other professionals in agriculture to gather their thoughts, ideas, proposals for action, case studies, etc., into narrative format for submission to the Journal.
• Review assigned manuscripts submitted for publication in the Journal of the ASFMRA and submit review comments that will be discussed by Committee members and distributed to the respective authors to be incorporated into the preparation of their manuscripts for publication
  ○ Members are expected to provide review comments within 30-days of receipt of manuscripts to ensure Committee and publication deadlines are met
• Promote professionalism in the agricultural profession and promote the professionalism of all members
• Perform other duties as assigned and deemed necessary to ensure successful execution of the mission of the ASFMRA

Minimum Qualifications: ASFMRA member in good standing

Performance Metrics:
• Attend and participate in all Committee Meetings and conference calls
• Complete assigned tasks from Committee Chair
• Review assigned manuscripts in a timely, efficient and quality manner

Benefits
• Develop collaboration and communication skills
• Connect and build relationships with key subject matter experts, appraisal and farm management professionals
• Build reputation as a member who contributes to the profession and gets the job done
• Develop skills and/or knowledge in a new area of rural appraisal and farm management
• Build resume for institutions who value such editorial status on academic journals

Selected/Appointed By: Nominating Committee, based upon successful completion of the application process
Term Length: Three-year term, with ability for re-appointment for up to four (4) three-year terms. Terms are not automatic. If a Committee member is appointed Chair and he/she is at the end of his/her term(s), the term will be extended to cover the year(s) necessary to cover the Chair position.

Reports to: Editorial Committee Chair

Time Commitment: 20-30 hours depending on the number of manuscripts assigned and any miscellaneous tasks or project assigned. In a typical year, there is one in-person meeting held in conjunction with the ASFMRA Annual Meeting. Conference call meetings are held as warranted.

Support Staff: Director of Membership and other ASFMRA Staff

Compensation/Expense Reimbursement: Per Volunteer Reimbursement Policy as defined in the ASFMRA Policy and Procedures Manual