

Physiology News Scientific Editor's Duties and Responsibilities

With effect from 1 March 2018 (the "Effective Date"), the Scientific Editor agrees to perform the following services with respect to *Physiology News (PN)*, conscientiously, expeditiously and to the best of his/her ability, subject to overall direction of the Policy and Communications Committee and within the framework of The Society's strategy:

1. To safeguard the reputation and character of *PN* and to ensure its content reflects the interests of The Society and its Members;
2. To work with the Managing Editor, The Society's Communications function and the *PN* Editorial Board (the "Editorial Board") to ensure *PN* promotes The Society and the interests of physiology, in order to stimulate lively interest in *PN* across its target audience;
3. To be responsible for the scientific feature articles within *PN* by (i) working with the Editorial Board to identify areas of interest across the breadth of physiology and related areas; (ii) solicitation of suitable contributions (the "Contributions"); (iii) reviewing Contributions; and (iv) ensuring that where relevant the experimental and publication ethics policies of The Society are adhered to;
4. To work closely with the Managing Editor on the commissioning process for scientific articles;
5. To input into and assist the Managing Editor with the non-scientific sections of *PN*, while not being primarily responsible for the content;
6. To work with the Editorial Board to begin outline-planning scientific content four issues ahead and report on progress at *PN* Editorial Board meetings;
7. To author an Editorial in each issue of *PN*;
8. To take overall responsibility for determining the suitability of submitted Contributions for publication in *PN*, considering recommendations from the Editorial Board;
9. To take overall responsibility for the scientific accuracy of all content within *PN*;
10. To act as an ambassador for *PN* at Society meetings and conferences;
11. To report, jointly with the Managing Editor, on *PN* at Policy and Communications Committee meetings, participating in at least two meetings a year, including working with the Managing Editor to prepare a brief written report for each Policy and Communications Committee meeting on plans for upcoming issues and the work of the Editorial Board;
12. To work with the Managing Editor, Head of Policy and Communications, and Policy and Communications Committee on strategic planning for *PN* over the three-year appointment period;
13. To respond to complaints concerning the scientific feature articles, the scientific accuracy of content, or the Editorial, liaising with the Managing Editor;
14. To work with the Managing Editor to set the agenda and chair the quarterly meetings of the *PN* Editorial Board;
15. To make appointments to the *PN* Editorial Board, in consultation with other members of the Board, following an assessment of any skills/knowledge gaps and then a Society-wide call for expressions of interest, ensuring that recruitment to the Editorial Board is inclusive, supports equality and diversity and reflects its membership;
16. To ensure Editorial Board members provide appropriate expertise and advice that represents the breadth of The Society.