

## **Recommended Responsibilities of the JGIM Editorial Board**

1. The Editorial Board will have the following responsibilities:
  - a. Serve as advisors to the Editors for strategic planning about the content and operations of the Journal. This will involve regular evaluation of the Journal and its stewardship, including review of the Editors' annual report on accomplishments, problems, and plans. The Board will convey its input to the Editors through oral and written forms of communication, including at least one annual meeting (coinciding with the national SGIM Meeting), conference calls at least once every 3 months, and email or fax communications as needed. The Board will submit a written summary of input to the Council in the form of minutes of these meetings.
  - b. Serve as advisors to the Editors and Council on how to ensure the editorial independence of the Journal. If any concern arises regarding the editorial independence of the Journal, the Board should discuss the concern and advise the Editors and Council about how to address the concern. If the concern cannot be resolved readily, the Board should request input from the Oversight Committee that is described below.
  - c. Assist the Editors in reviewing manuscripts, at the discretion of the Editors.
  - d. Provide input to the SGIM Council regarding major decisions, such as selection of a new publisher and/or new editor(s), focusing on how such decisions could affect the content, operations, and editorial independence of the Journal.
2. The JGIM Editorial Board will only have responsibility for JGIM, not the SGIM Forum, SGIM's e-news, or SGIM's Website.
3. The Editorial Board will make recommendations to Council on new members annually after consulting with the JGIM Editors. The Board may seek input from SGIM/ACLGIM committee chairs, but is not required to do so. The Board should solicit nominees by sending a notice to the entire membership about openings on the Board and asking for applicants. Board members will serve for terms of three years, with the goal of replacing about one third of the Board each year. New Board members will replace current Board members whose terms were scheduled to expire. JGIM Deputy Editors may not serve simultaneously as Board members. Board members may serve for more than one 3-year term, but generally not consecutively. The Board will seek to include 10-12 SGIM members representing as many of the following perspectives as possible:
  - a. Previous JGIM Editors
  - b. Previous editor of another medical journal
  - c. Electronic communication or social networking expert
  - d. ACLGIM representative with experience in business management
  - e. Clinical research representative
  - f. Health services research representative
  - g. Medical education representatives
  - h. Integrative scholarship representative
  - i. Associate member
  - j. Council liaison.

The Editorial Board should make an effort to achieve reasonable diversity in the composition of the Board, taking into consideration gender, race/ethnicity, and geographic location. There may be overlap in the areas listed above.

4. The Editorial Board will have a Chairperson.
  - a. The Chairperson should have in-depth knowledge of medical journal publishing and the unique history of JGIM and SGIM.
  - b. The SGIM Council will select the Chairperson for the Board.
  - c. An ad hoc group made up of the JGIM editors and outgoing Editorial Board Chair will be responsible for making a recommendation to the Council about an appropriate Chairperson.
  
5. Candidates for the Editorial Board will be expected to disclose to the Council any potential conflicts of interest, including financial support from commercial entities and involvement with other medical journals. Reported conflicts of interest will not exclude anyone from serving on the Editorial Board unless the Council determines that the conflict of interest poses too much risk for the Journal. The disclosures will be reviewed by the Council, but not by the Ethics Committee, and will be kept confidential.