Responsibilities of the JGIM Editorial Board  
Ratified by Council March 5, 2011

The Editorial Board will have the following responsibilities:

a. Serve as advisors to the Editors for strategic planning and potential conflicts of interest. This will involve 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.

b. Make recommendations to the SGIM Council regarding major decisions, such as selection of a new publisher or new editor. The Board will report to the Council.

c. Oversee the financial performance of JGIM and report to the Council. The Chair of the Board will present the Board’s report to the Council. Oversight would include at a minimum an annual review of the Editor(s) and an annual review of the Publisher’s performance.

3.2 The JGIM Editorial Board will only have responsibility for JGIM, not the SGIM Forum, SGIM’s e-news, or SGIM’s Website.

4.3 The JGIM editorial board will make recommendations to Council on new members annually after consulting with the JGIM Editors and SGIM/ACLGIM committee chairs. Additionally, a notice will be sent to the entire membership identifying 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. Deputy Editors may not serve 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 the following areas:

a. Previous JGIM Editors (2)
b. Previous editor of another medical journal (1) (e.g., Annals of Internal Medicine, American Journal of Medicine, Medical Decision Making)
c. Electronic communication expert or representative (1)
d. ACLGIM representative with experience in business management (1)
e. Clinical research representative (1)
f. Health services research representative (1) g. Medical education representatives (2)
h. Integrative scholarship representative (1)
i. Associate member (1)
j. Liaison from SGIM Council
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 will be some overlap in the areas represented 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.

6. Candidates for the Editorial Board will be expected to disclose any potential conflicts of interest, including financial support from commercial entities and involvement with other medical journals.
   a. 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.