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 communications as needed.
   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.
   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. A subgroup of the editorial board may be called to perform these ad hoc tasks.
   e. The Editorial Board will provide an annual report to Council that: a) lists the current composition of the Board, b) describes the Board’s activities in the past year, and c) makes any recommendations to Council about JGIM that they would like Council to consider. This report will be submitted to Council for consideration in mid-April.

2. The JGIM Editorial Board will only have responsibility for JGIM, not the SGIM Forum, SGIM eNews, or any of SGIM’s websites.

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 include 15 regular SGIM members and five ex-officio members (JGIM Editors-in-Chief, SGIM staff liaison and Council Treasurer) 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. Junior faculty member (late assistant, early associate status)

The Editorial Board should make an effort to achieve reasonable diversity in the composition of the Board, taking into consideration gender/gender identity, sexual orientation, race/ethnicity, age, and geographic location. While the board would seek to achieve diversity, it will NOT require disclosure of gender identity or sexual orientation. There may be overlap in the areas listed above. Except in the case of the Council liaison, no member of Council may serve a concurrent term on the JGIM Editorial Board. If a current member of the Editorial Board is elected to Council, he/she must resign from the Editorial Board upon start of the Council term.

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.

6. On an annual basis, the Editorial Board will include in its report to the SGIM Council a formal review of JGIM’s editors that will cover overall management of the journal (e.g. manuscript processing, management of the editorial office) and any innovations in the Journal or how it is managed. If the Editorial Board believes there is an issue concerning JGIM that requires evaluation beyond what is appropriate for the Editorial Board as a whole, the SGIM Council or the Editorial Board Chair, at Council’s discretion, will appoint a subcommittee of the Board to investigate the issue and make a recommendation to the full Board which, after appropriate review and editing, will forward the recommendation to Council. If additional expertise or insight is needed, SGIM members who are not Editorial Board members can be appointed to a subcommittee.