



## Vice President Publications Job Description

The Vice-President for Publications oversees all of the publications activities of the Council. The duties of the Vice President for Publications include:

- Serves Chair of the Publications Committee as defined in the Reference below.
- Represents the IEEE Sensors Council in discussions with IEEE on policy matters related to publications.
- Works with the VP Finances on budgetary items that deal with Publications, i.e., page counts, publication costs, etc.
- Appoints a Publications Committee member serve on the Council's Publicity Committee. That representative collaborates with the EICs and the Publicity Committee to organize and facilitate generation of publicity materials for each journal.
- Stays current on IEEE policies and communicates pertinent information to the ExCom and the AdCom (downloads, financial information, page counts, etc.)
- Monitors the effectiveness of Council's editorial goals and policies.
- Is responsible for oversight of the Council's archival publications, newsletters, and conference proceedings.
- Works with the Vice-President for Conferences on issues related to the paper review process for IEEE Sensors Council conferences.
- Makes recommendations to the Executive Committee on future directions for IEEE Sensors Council publications, including alternative modes of publication.

The Vice-President for Publications shall have the power to delegate specific responsibilities to other members of the Publications Committee.

REFERENCE: Sensors Council Bylaws, Article 4, Section 5, <http://www.ieee-sensors.org/bylaws>. Specifically, Section 5. "The Publications Committee shall be composed of the Vice President for Publications (as Chair), the Editors of all the publications of the Council (as ex officio, voting members), and at least 4 additional members who are or have been members of the Council's Administrative Committee. This Committee shall establish publication policy subject to annual review by the Council. It shall assist the appropriate Editors of Council Periodicals in the choice of special topics and in guiding and planning all Publications...".