

You and Your Hormones Editorial Board Members role description

Term of office: Three years

Responsibilities

Editorial Board Members report to the You and Your Hormones Editor. They are responsible for the following:

1. To ensure the website remains up to date and scientifically accurate as well as overseeing the creation of new content.
2. To ensure the website has the most appropriate and engaging format for each of the target audiences e.g. written form/video/podcasts
3. To oversee recruitment and organisation of Content Editors who will be involved in the review of current articles and creation of new content.
4. Each member of the Editorial Board will liaise with a minimum of one Content Editor, reviewing and signing off their work.
5. To oversee marketing initiatives behind the website, identify potential communication channels, e.g. social media feeds for each of the relevant target audiences, and benchmark the website against other similar initiatives.

Required input

- Attending up to two online board meetings per year
- Actively contribute to discussion and decision making
- Responding in a timely manner to Editorial Board business conducted by email, e.g. reviewing and signing off up to 24 articles per year.
- Promoting *You and Your Hormones* and always acting in the best interests of the Society.

Key requirements for board members

- Clinical Editorial Board members should be nearing the end of their clinical training or have completed their clinical training.
- Scientist Editorial Board members should be post-PhD
- Nurse Editorial Board members should be >3 years' experience in endocrine nursing.
- Applicants who are early career i.e. up to CCT for clinical members or PhD students, may be invited as co-opted members for one year followed by appointment as an elected Editorial Board member for up to two years.

Key requirements for the role

- A sound knowledge of a range of endocrine subjects and are up to date with the latest scientific discoveries and clinical guidelines in their areas of specialty.
- Strong editorial skills, including the ability to critically evaluate content, provide constructive feedback and make informed decisions.
- Understanding of science communication and the challenges of miscommunication amongst the general public, particularly in the field of endocrinology.
- Ability to listen to different perspectives and challenge ideas constructively.
- Commitment to the strategic vision of the *You and Your Hormones* website and its development as a reliable and trustworthy resource for the general public.