



## Publication Committee Chair Job Description

7/19/2017

The Tire Society

810 E. 10th Street, Lawrence, KS 66044

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**Who:** Tire Society Member; ideally an Executive Committee Officer or Member-at-Large

**Term:** 2 years

**Reports to:** President

**Mission:** Produce the Journal of Tire Science and Technology for publication online and in print and work to increase subscriptions.

**Responsibility:** Lead the publication committee to produce the Journal of Tire Science and Technology per the stated mission.

### Typical Activities:

- Liaison to the Tire Society production service provider (Allen-Press) regarding the following
  - Journal Production Issues
  - Online Journal
  - Printed Journals
    - Provide or approve the quantity of journals to print for each quarterly issue.
- Work with the Editor regarding Journal production
- Make subscription rate recommendations for Executive Committee approval with the objective of balancing production costs with subscription revenue.
- Obtaining new service providers for the editorial review, journal production, online, and printing services used by the Tire Society, when necessary.
- Report status, recommendations and issues to the president
- Attend executive committee meetings to report status, report issues or present proposals.
- Produce and present proposals requiring executive committee vote such as changes in service provider, changes in production budget or new initiatives requiring special funding.
- Lead small team to work on initiatives identified by the journal production committee chair or XCOM.