



## **EXECUTIVE BOARD POSITION DESCRIPTIONS**

### **Editor in Chief**

The Editor-in-Chief is responsible for the integrity of the Journal and its members. The BIPLJ has subscription agreements with law libraries and institutions that must be satisfied annually. To do this, the EIC will need to perform any duties to ensure the quality and national visibility of the BIPLJ. The EIC is primarily responsible for:

- 1) recruiting and selecting new Associates, then conducting training cite-ins for new Associates;
- 2) assisting Executive Submissions Editor in selecting and securing licensing agreements for well-written, well-cited, intelligent, and interesting authored articles and notes for publication;
- 3) scheduling, assigning, distributing, and conducting cite-ins for the completion for cite packs;
- 4) addressing any problems with timeliness, quality, and completion of cite packs, and enforcing the BIPLJ policies;
- 5) making final revisions to all articles and notes (the EIC is a Bluebook and Editing INTENSIVE position), then submitting completed articles to Executive Publications Editor for final formatting and ensuring the final proof from the publisher is accurate;
- 6) creating and updating manuals; and
- 7) initiating, delegating, and enforcing the duties and deadlines of the BIPLJ and its members so as to ensure that the BIPLJ publishes the issue on schedule without delays.

### **Executive Articles Editor (2 Positions)**

The EAE is responsible for:

- 1) reviewing some of the article submissions, and offering an opinion as to which ones to publish;
- 2) conducting the training cite-in sessions for new associates and conducting cite-ins; and
- 3) editing articles, which includes extensive BlueBooking, proofreading, and some formatting. (This includes reviewing Associates' cite-packs; e-mailing the author an edited version of the article with the changes tracked for final approval before publishing. The EAE is responsible for performing the final editing of articles before submissions to the Publications Editor.)

\*\*Other duties may arise.

### **Executive Submissions Editor**

The Executive Submissions Editor selects the articles and notes for publication by the BIPLJ. The ESE is responsible for:

- 1) monitoring and reviewing the submitted articles and notes;
- 2) appraising resumès of article authors to increase BIPLJ's rank and status;
- 3) maintaining communication with the e-board regarding the progress of the selection process;
- 4) soliciting student-authored notes from BIPLJ members and UB Law students;
- 5) soliciting articles from practicing attorneys and academics from the Western New York community; and
- 6) working together with the E-Board to select well-written, well-cited, intelligent, and interesting authored articles and notes for publication.

\*\*Other duties may arise.

### **Executive Publications Editor**

The Publishing Editor is responsible for moving the issue from digital to printed form. The EPE is responsible for:

- 1) formatting articles for publication, and obtaining final approval from authors; and
- 2) transmitting articles to the printer, and reviewing publication proofs.

\*\*Other duties may arise.

### **Executive Business Editor**

The EBE is responsible for:

- 1) advertising the BIPLJ to the law school community to gain reputation, and to attract faculty/student submissions;
- 2) maintaining subscribers' lists, information, and invoicing;
- 3) resolving claims;
- 4) depositing all checks and draft/submit remittance requests to pay our vendors and reimburse expenses;
- 5) providing financial information about the BIPLJ, and calculating and analyzing the cost of publications to determine proper price points for the Journal to subscribers and individual sales; and
- 6) assisting with vendor contract negotiation/analysis, and researching new publication mediums and formats and contact potential subscribers.

\*\*Other duties may arise.

## **Executive Technology Editor**

The ETE is responsible for:

- 1) maintaining the website and social media accounts for the BIPLJ; and
- 2) communicating with Tim Conti for access to journal office.

\*\*Other duties may arise.