

COMMITTEE	Editorial Committee for <i>ALKI: The Washington Library Association Journal</i>
BOARD OVERSIGHT	Coordinator of Communications
GENERAL DESCRIPTION	<p><u>ALKI EDITOR:</u> The WLA President appoints the <i>ALKI</i> Editor, with concurrence of the WLA Board, and negotiates the contract that establishes the editor as an Association employee. In addition to compensation, the contract describes the responsibilities of the editor and the Associations expectations. The contractual period is usually for two years and is renewable at the President’s discretion. The editor serves as the ninth member of the <i>ALKI</i> Editorial Committee. (See Editor Position Description.)</p> <p>The Association President solicits the input of both the Editorial Committee and the Coordinator of Communications when evaluating the <i>ALKI</i> Editor, but the President is ultimately responsible for the evaluation and forwarding the evaluation and any associated reports or statements to the WLA Board.</p> <p>The annual evaluation process for the <i>ALKI</i> Editor begins with the Editorial Committee. It includes the following procedures:</p> <ul style="list-style-type: none"> • Prior to the WLA Annual Conference the Editor sends to the Editorial Committee a summary of previous year’s achievements and proposed editorial direction for coming year. • During an Editorial Committee meeting an agenda item is the discussion and evaluation of the editors’ accomplishment of contractual responsibilities and expectations, as well as meeting any additional WLA Board policies and direction, in conjunction with the above summary and the proposed editorial direction. This evaluation meeting should be concluded before new Editorial Committee members are appointed. • Within two weeks of the evaluation meeting members will convey comments to the Chairperson who prepares the report. The report is sent to the <i>ALKI</i> Editor, members of the Editorial Committee, the Coordinator of Communications, and the Association President. • The Editor may submit a response to the comments. <p><u>ALKI ASSISTANT EDITOR:</u> The WLA President appoints the Assistant Editor with concurrence of the WLA Board. Performance evaluation is the responsibility of the Association President with input provided by the <i>ALKI</i> Editor, the <i>ALKI</i> Editorial Committee Chairperson, and the Coordinator of Communications.</p> <p>This appointment provides continuity to the editorship. The Assistant Editor must be willing to commit to an appointment for a minimum of three years including a one year appointment as Assistant Editor and, if offered by the Association President, a subsequent two-year contract as Editor. (See Assistant Editor Position Description)</p> <p><u>ALKI EDITORIAL COMMITTEE MEMBERSHIP:</u> In addition to the <i>ALKI</i> Editor, the Association President appoints eight members. Membership should be representative of types of libraries as well as the state’s geographic areas.</p> <p>Four members are appointed each year in order to maintain continuity. Members are</p>

appointed to two-year terms. General practice has been that members do not serve more than three consecutive terms.

When the editorship is in transition, an Assistant Editor may be added to the membership of the Committee for a one-year appointment unless the individual is already a member of the Editorial Committee. (See Position Description.)

In addition, Ex-officio Committee members include:

1. The Association President appoints a student of an ALA-accredited library school for a one-year term. Traditionally, the WLA Scholarship recipient has been offered this ex-officio appointment.
2. The *LINK* Editor is invited to participate in all meetings and planning sessions.
3. The Coordinator of Communications is invited to participate in all meetings and planning sessions. Copies of minutes, proposals, reports, etc., are sent to the Coordinator who is responsible for providing WLA Board oversight to the Editorial Committee.

Individual member responsibilities include:

- Attending a majority of the Editorial Committee meetings. These include three meetings usually held prior to deadline of each issue of *ALKI*, as well as during the Annual Conference for discussion of the conference issue coverage and a group photograph. Meetings may be held in-person, via conference call, or the Internet.
- Actively contributing to the journal.

Leadership of the Editorial Committee:

The Editorial Committee forwards to the Association President the names of Editorial Committee members who have served a minimum of one year and are willing to be appointed by the Association President as Chair of the Committee. The Chair is responsible for:

- Planning the agenda and coordinating meeting arrangements.
- Assuring that the Editor, or the Assistant Editor, or the Chair, or a member of the Editorial Committee is present at all WLA Board meetings and the Annual WLA conference.
- Assisting the Association President and the Coordinator of Communications with the annual evaluation of the *ALKI* Editor by finalizing and submitting the Editorial Committee annual evaluation report.
- Recommending potential committee members to the Association President.
- Preparing the brief annual report to the association that is distributed at Conference.
- Preparing an in-depth report concerning the publication that accompanies the evaluation of the Editor.

Responsibilities of the Editorial Committee:

The *ALKI* Editorial Committee shall provide direction to the *ALKI* Editor and have general oversight of the publication, including:

- Setting editorial policy.
- Setting goals and objectives.
- Setting issue themes.
- Adopting bylaws for the operation of the committee.

	<ul style="list-style-type: none"> • Determining how to implement WLA Board policies or new directions • Providing input to the Association’s Annual Strategic Plan. <p>Each Committee member may take responsibility for one or more aspects of the <i>Journal</i> such as:</p> <ul style="list-style-type: none"> • Writing and soliciting articles. • Coordinating a regular column. • Editing and proofreading. • Soliciting advertising. • Working with some aspect of business or production. <p><u>Budgeting for ALKI and the Editorial Committee Expenses:</u> The ALKI Editor submits the annual budget for the Editorial Committee to the WLA Treasurer. In addition to the expenses associated with production of the <i>Journal</i>, the budget will include travel reimbursement for the committee members in accordance with WLA Fiscal Policy Guidelines. Reimbursement of ex-officio committee members is on a case-by-case basis in advance of travel.</p> <p><u>ALKI Annual Reports</u> The Editorial Committee Chairperson is responsible for sending a very brief report to the Association Coordinator for inclusion in the Annual Report that is distributed at the April Conference. In addition, a more detailed report is prepared and accompanies the performance evaluation of the <i>ALKI</i> Editor that is sent to the Association President and Coordinator of Communications. An information copy is sent to the Association Coordinator.</p>
BYLAWS TEXT	<p>Article VII: Employees and/or Hired Services.</p> <p>The WLA may hire employees or contract for such services necessary to accomplish activities as directed in these Bylaws, state and federal law, and as approved by the WLA Board. Employees or contracted services may include but are not limited to...Editors of Association publications. The WLA President shall prepare position descriptions of contract language for WLA Board review and approval. The President shall hire, supervise, evaluate, and/or terminate WLA employees or contractual services with the approval of the WLA Board.</p>
RELATED POLICIES, STATEMENTS, FORMS, ETC.	Position Descriptions of the <i>ALKI</i> Editor and the <i>ALKI</i> Assistant Editor