

Council of Science Editors (CSE) Board Director – Job Description

Position Title: Board Director, Council of Science Editors

Term: Three years

Commitment: Attend Board meetings monthly, committee participation, and ongoing engagement with CSE initiatives

Position Overview

The Council of Science Editors (CSE) Board of Directors governs the organization in accordance with its bylaws, mission, and strategic goals. **Board Directors** serve as stewards of CSE's mission to promote excellence in the communication of scientific information. These members are elected to provide leadership, expertise, oversight, and vision for the organization while also representing the interests of CSE's membership.

Directors help shape policies, support strategic initiatives, and ensure that CSE operates with transparency, financial integrity, and responsiveness to its community. They are active participants in board and committee work and serve as ambassadors of CSE both within the scholarly publishing field and in broader professional communities.

Key Responsibilities

Governance and Leadership

- Participate in setting and reviewing the organization's mission, values, and strategic priorities
- Engage in long-range planning and help evaluate progress toward strategic goals
- Review and approve key organizational policies and programs to ensure alignment with CSE's mission and member needs

Organizational Stewardship

- Help provide fiscal oversight by reviewing financial reports and helping ensure CSE's financial sustainability
- Contribute to resource development by identifying opportunities for funding, partnerships, or growth

Committee and Operational Engagement

- Serve on at least one CSE committee and/or task force each year, providing leadership or volunteer support
- Participate in committee initiatives, annual meeting planning, membership engagement, and/or publication or editorial activities as appropriate
- Serve as a liaison to at least one CSE committee each year at the request of the President

Organizational Representation and External Engagement

- Serve as an active ambassador for CSE's mission within the scientific publishing, editing, and communications communities
- Help articulate the value and impact of CSE's work to members, stakeholders, and the public
- Participate in CSE programs and events, including the Annual Meeting, webinars, and outreach activities

Ethical & Legal Integrity

- Ensure compliance with all applicable laws, ethical guidelines, and CSE's bylaws
- Contribute to regular self-assessment of board effectiveness and governance practices

General Expectations

- Attend and actively participate in Board meetings (virtual or in person)
- Stay informed on organizational matters between meetings and respond to communications in a timely manner
- Prepare for and contribute to thoughtful discussion and decision-making
- Represent the interests of CSE's diverse membership and uphold the organization's mission and values
- Serve as a mentor or connector to help engage new members, potential leaders, and professional networks
- Maintain open and timely communication with the Treasurer, Executive Director, and other Board officers

- Adhere to CSE Code of Conduct
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Ideal Qualifications

- Demonstrated experience in scientific editing, publishing, or research communication
 - Previous involvement with CSE (e.g., Board, committee, or volunteer leadership) is required
 - Strong analytical, communication, and organizational skills
 - Commitment to the mission and values of the Council of Science Editors
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Term of Office

- Serves a three-year term, renewable in accordance with CSE bylaws.
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CSE Board Directors play a vital role in shaping the future of scientific communication. Their leadership helps maintain CSE's status as a premier resource and community for editors, publishers, and all those involved in advancing scientific knowledge.