

## **Council of Science Editors (CSE) Board President – Job Description**

**Position Title: President, Council of Science Editors**

**Term: One year (following service as Vice President and President-Elect)**

**Ex Officio Roles: Chair of the Board of Directors, Executive Committee Member**

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### **Position Overview**

The **President** of the Council of Science Editors (CSE) serves as the Chair of the Board of Directors and Executive Committee. In accordance with CSE's bylaws and guided by its mission to promote excellence in the communication of scientific information, the President ensures effective governance, strategic alignment, and organizational vitality. This role combines leadership, facilitation, and ambassadorial responsibilities, and includes full participation in the duties assigned to Members-at-Large.

This role is the third stage in CSE's four-year presidential succession track: Vice President → President-Elect → President → Immediate Past President.

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### **Key Responsibilities**

#### **Governance & Leadership**

- Serve as Chair of the Executive Committee and Board of Directors and preside over all meetings of the Board and membership
- Ensure contingency plans are in place for times when the President is unavailable (planned or unplanned)
- Develop meeting agendas in partnership with the Executive Director
- Provide leadership and direction to the Executive Committee and Board of Directors, ensuring full engagement and accountability of all members
- Guide Board actions in alignment with CSE's mission, strategic goals, and bylaws
- Ensure transparent, respectful communication among Board members and stakeholders
- Encourage annual evaluation of Board effectiveness and organizational performance

## **Board Engagement and Facilitation**

- Assist with the development and implementation of Board succession and transition planning
- Ensure Board members remain engaged, informed, and connected to CSE's mission and initiatives
- Work to retain experienced Board members and foster an inclusive, committed, and knowledgeable leadership team

## **Committee and Operational Engagement**

- Assign a board liaison to each committee
- Approve committee chairs and charges, including appointment of new committee chairs to replace any who are rotating off
- Communicate with committee chairs to monitor progress, resolve issues, and ensure alignment with the organization's mission and vision
- Encourage committee work that aligns with CSE's mission and goals
- Collaborate closely with the Executive Director to support effective operations and advance organizational priorities

## **Strategic Oversight**

- With the Executive Director, lead CSE's strategic planning efforts, and provide leadership on CSE's direction and priorities and help drive execution of key organizational goals
- Lead the Board in the development and implementation of new products, services, or other activities that align with CSE's strategic plan
- Ensure goals are clearly defined, deadlines are met, and Board members are accountable to their responsibilities
- Ensure committee work aligns with CSE's mission and goals

## **Public Representation & External Engagement**

- Serve as a principal ambassador of CSE, promoting its mission and values, and its relevance and impact in the scientific communication community
- Represent CSE at key events, conferences, and initiatives

- Discuss significant organizational issues with the Board and other relevant parties to foster shared decision-making
- Promote CSE within professional network and at relevant scientific or publishing events

### **Succession Planning**

- Engage President-Elect in onboarding and shadowing activities to prepare for smooth succession to the presidency

### **Financial Oversight**

- Collaborate with the Treasurer and Executive Director to monitor financial performance, including reviewing budgets, financial statements, and forecasts
  - Support fundraising initiatives and play an active role in cultivating and stewarding revenue-generating partnerships and activities
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### **General Expectations**

- Attend and actively participate in all Board and Executive Committee meetings
- Serve in other roles of Executive Committee as needed when other members are unavailable
- Liaise with at least one CSE committee
- Be responsive to CSE communications and engaged in decision-making throughout the year
- Adhere to CSE Code of Conduct

### **Qualifications**

- Deep understanding of scientific publishing, editorial practices, and CSE's mission
- Prior service on the CSE Board, a standing committee, or in a volunteer leadership capacity is required
- Understanding of nonprofit governance, strategy, and/or organizational management
- Strong facilitation, communication, and consensus-building skills

- Proven ability to lead with integrity, transparency, and collaboration
  - Ability to inspire and lead volunteer leadership with vision and purpose
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#### **Term of Office**

- Serves a one-year term, preceded by one-year terms as **Vice President** and **President-Elect**, then automatically advances to a one-year term as **Immediate Past President**
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This position plays a critical role in sustaining and advancing the Council of Science Editors' impact and relevance in the ever-evolving landscape of scholarly communication. The President serves not only as a leader but also as a strategic partner and steward of CSE's legacy and future.