

Council of Science Editors (CSE) – President-Elect

Position Title: President-Elect, Council of Science Editors

Term: One year (followed by one-year term as President, then Immediate Past President)

Ex Officio Roles: Member of the Executive Committee, Finance Committee and Board of Directors

Position Overview

The **President-Elect** of the Council of Science Editors (CSE) serves as an officer of the Board of Directors, and a key member of the Executive Committee.

The President-Elect plays a vital leadership role in CSE's governance and strategic direction. Collaborating closely with the President and Executive Director, the President-Elect supports organizational initiatives, helps guide board discussions, and begins shaping future priorities. The President-Elect is also expected to chair or actively participate in committees and serve as a visible ambassador for the organization and its mission.

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

Key Responsibilities

Governance & Leadership

- Serve on the Executive Committee and Board of Directors and actively contribute to all Board of Directors meetings
- Preside over meetings in the absence or incapacity of the President to preserve continuity of governance
- Prepare to assume the role of President by becoming deeply familiar with CSE's programs, policies, strategic plan, and operational structure
- As needed, lead or support specific task forces or initiatives aligned with the strategic plan

Board Engagement and Facilitation

- Help facilitate Board meetings by contributing to agenda planning, follow-up communication, and strategic alignment as needed
- Ensure Board members remain engaged, informed, and connected to CSE's mission and initiatives
- Assist with the development and implementation of Board succession and transition planning

Committee & Operational Engagement

- Support the work of standing committees by serving as liaison or advisor at the request of the President
- Encourage committee work that aligns with CSE's mission and goals
- Collaborate with the Executive Director and President to ensure committees and volunteers are well supported and their outputs integrated into Board decision-making
- Collaborate closely with the President and Executive Director to support effective operations and advance organizational priorities
- Support the onboarding and retention of volunteer leadership (e.g. committee chairs)

Strategic and Organizational Oversight

- Participate in CSE's strategic planning efforts and provide input on CSE's direction and leadership priorities and help drive execution of key organizational goals
- Provide input on CSE's direction and leadership priorities
- As assigned by the President or Board, offer leadership on emerging issues or projects
- Help guide Board actions and decisions to ensure consistency with CSE's mission, vision, and bylaws

Public Representation & External Engagement

- Represent CSE in professional settings, including conferences, meetings, and events, supporting member engagement and visibility
- Promote CSE within professional network and at relevant scientific or publishing events

- Play an active role in supporting revenue-generating initiatives, membership outreach, and partnership development
- Function as an ambassador for CSE’s mission and values, promoting the organization’s relevance and impact in the scientific communication community

Succession Planning

- Engage in onboarding and shadowing activities to prepare for smooth succession to the presidency
 - Collaborate with the President and Immediate Past President to ensure leadership continuity
 - May begin planning initiatives or annual meeting elements that will be part of their presidential year
 - Identify which committee chairs will be rotating off and secure replacements (per Board approval)
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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
 - Serve on or liaise on at least one CSE committee
 - Be available to step in as Acting President if the President is unavailable
 - Be responsive to CSE communications and engaged in decision-making throughout the year
 - Adhere to CSE Code of Conduct
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Ideal Qualifications

- Demonstrated leadership within CSE or a related professional organization
- Prior service on the CSE Board, a standing committee, or in a volunteer leadership capacity is required
- Strong facilitation, communication, and consensus-building skills

- A deep commitment to CSE’s mission and values, including diversity, equity, and excellence in scientific communication.
 - 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 a one-year term as **Vice President**, then automatically advances to one-year terms as **President**, then **Immediate Past President**
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The President-Elect serves not only as a leader-in-training but as a fully active and contributing member of the Board and Executive Committee. This role is essential in ensuring the ongoing strength, continuity, and impact of the Council of Science Editors.