

Council of Science Editors (CSE) Board – Vice President

Position Title: Vice President, Council of Science Editors

Term: One year (automatically advances to President-Elect, then President, then Immediate Past President)

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

Position Overview

The **Vice President** of the Council of Science Editors (CSE) serves as an officer of the Board and a key member of the Executive Committee. This role is the first stage in CSE's four-year presidential succession track: Vice President → President-Elect → President → Immediate Past President. The Vice President supports the President and President-Elect, and may act on their behalf when they are unavailable. This leader helps ensure smooth governance, strategic continuity, and engaged leadership across the organization.

In addition to all responsibilities of a Board Member at Large, the Vice President provides transitional leadership support, committee guidance, and public representation of the organization. The Vice President also helps maintain effective communication across the Board, staff, and volunteer leadership.

Key Responsibilities

Governance and Leadership

- Serve on the Executive Committee and Board of Directors and actively contribute to all Board of Directors meetings
- Preside over Board meetings in the absence or incapacity of the President and President-Elect to preserve continuity of governance
- Prepare for future presidential roles 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 & 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 and 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
- Offer leadership on emerging issues or projects as assigned by the President or Board
- 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 your professional network and at relevant scientific or publishing events

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

Succession Planning

General Expectations

- Attend and actively participate in all Board and Executive Committee meetings
 - Serve on or liaise on at least one CSE committee
 - Be available to step in as Acting President if the President and President Elect are unavailable or unable to fulfill their duties
 - 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.
 - Ability to inspire and lead volunteer leadership with vision and purpose
 - Understanding of nonprofit governance, strategy, and/or organizational management
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Term of Office

- Serves a one-year term, then automatically advances to one-year terms as **President-Elect**, then **President**, then **Immediate Past President**

The Vice President plays an essential role in maintaining strong, continuous leadership at CSE. This position prepares and positions the individual for the presidency while contributing immediately to the governance and growth of the organization.