



Publications Group Co-ordinator

The Publications Group Co-ordinator is one of the Working Group members of the ALARA Management Committee. The Management Committee consists of:

- Executive, which has the following members:
 - President
 - Secretary
 - Treasurer
 - International Vice President
 - National Vice President
- Working Group, which has the following members:
 - Web Services Co-ordinator
 - Publications Group Co-ordinator
 - Streams Co-ordinator
 - Membership Co-ordinator
 - Marketing Co-ordinator

The Committee can also second and invite other people to assist it in its work.

The Publications Group Co-ordinator oversees ALARA's publications, which are the *Action Learning and Action Research Journal* and Monograph series, plus any other one-off publication, such as a Conference or World Congress Proceedings. There is a Managing Editor of the *Journal*, who shares the Editor responsibilities of that publication with a second editor. ALARA publishes the *Journal* via the Online Journal Service (OJS) and Sydney University Press (SUP) prints and sells copies. Currently, there is no editor of the Monograph series, and ALARA will not be publishing further issues of the Monograph series until it obtains an editor for the series. ALARA also uses SUP for printing and selling copies of the Monographs.

The key **responsibilities** of the Publications Group Co-ordinator are:

- Fill vacancies in editor chairs (such as the Monograph editor)
- Ensure that each issue of a publication has an editor and that the editor is able to manage the editing process
- Source and assist the editors source suitable reviewers of papers and articles for publication
- Help the editors resolve any problems associated with the editing and publishing processes, including assisting in editing activities when requested
- Develop and maintain a schedule for the release of publications such that there is an even flow of releases
- Ensure the documents / files supplied to SUP meet that organisation's requirements for printing and distribution
- With the support of the Administration Secretary, maintain a secure electronic library of ALARA publications

The Publications Group Co-ordinator should have the following **qualities**.

- Good time management / organising skills and experience in scheduling and co-ordinating members of a volunteer group
- An understanding of the publication processes associated with a professional publication
- Excellent attention to detail
- A strong network in the Action Learning / Action Research field
- Good understanding and skills in Office software, such as MS Word and PDF software
- Preferably, experience in production of a publication