

# Web Editorial Group Member

## Job description

**AOCMF searches:** *A highly motivated individual of global repute and excellent scientific and clinical recognition. The successful applicant would be a member of the Editorial Board of the E-journal "CMTR Open". The applicant needs to be able to work in a multi-cultural Editorial Group and is expected to actively contribute to the advancement and success of the AOCMF online communications.*

**Position** Member Web Editorial Group of AOCMF Asia Pacific

**Reporting to** AOCMF Specialty Board and Web Editor in Chief

**Term:** 1 year, renewable up to 3 years

**Start Date:** November 1, 2018

**End Date:** October 31, 2019

### Requirements

#### General

- Must – AOCMF Member, preferably Faculty
- Must – CMF surgeon in active practice
- Must – Passionate about online communication and social media
- Must - Global reputation and strong personal relationships / recognition globally
- Must - Good / clear communicator, good listener with the ability to work in multi-cultural environments
- Must - Good command of English language
- Must - Is prepared to spend the equivalent of average 2 days per month on journal affairs (includes reviewing manuscripts, soliciting manuscripts, and submitting manuscripts, soliciting submissions from individuals)
- Desired - International experience e.g.; fellowship, faculty or research travel
- Desired - Is a recognized member or officer on key national, regional, or Intl CMF associations
- Desired - Team player who can work together to achieve goals

## Responsibilities

- To be a member of the Web Editorial Group of AOCMF
- To ensure that the objectives of the web and social media presence of AOCMF are achieved by fulfilling the duties of the Editorial Group
- To protect the interests of the E-journal
- To act in compliance with the bylaws and regulations of the AOF
- To comply to the AO Code of Ethics and Shared values
- To contribute to the Editorial Group usually with special expertise in one of the following specialties:
  - ✓ Oculoplastic Surgery
  - ✓ Otolaryngology, Head and Neck Surgery and Facial Plastic Surgery
  - ✓ Plastic and Reconstructive Surgery
  - ✓ Oral and Maxillofacial Surgery
  - ✓ Neurological Surgery
  - ✓ Surgery
  - ✓ Research
  - ✓ Radiology
- To accept and fulfill Editorial Group members' tasks, incl.:
  - ✓ To review manuscripts
  - ✓ To submit manuscripts
  - ✓ To solicit submissions from individuals in their respective specialties (Oculoplastic, Plastic and Reconstructive, Oral and Cranio-Maxillofacial, Otolaryngology, Neurosurgery, Radiology, Research)
  - ✓ To assure that the Editorial Group members in their respective specialties are fulfilling their roles on the Editorial Group
  - ✓ To manage special assignments and duties
  - ✓ To contribute Editorials and Discussions