EDSIG Volunteer Leaders Sought

Editor / Content of ISEDJ (1 of each journal)
Editor / Content of JISAR

1. The award winning papers are automatically accepted for publication unless the author(s) do not want to be considered

2. Other papers to be considered:
   a. determine first cutoff of papers to be sent to reviewers
   b. must have submitted by the 2nd papers deadline date
   c. must have been at conference
   d. must have reviewed other papers for the conference
   e. must have resubmitted their paper for consideration
   f. must be in the top (%) of the papers presented

3. Solicit team of reviewers
   a. Send papers out for review
   b. Follow up!

4. Recommend cut off point for papers to be accepted that year
   a. currently 45 to 50% for both journals

5. Send out acceptance / rejection letters

6. Final acceptance person

7. Final proofreader

8. Content editing

9. Cabells management

10. Forward papers to Co/Editor – Publisher

11. Build team of co-editors

Co-Editor / Publisher (1 for both journals)

1. Layout editing

2. Formatting / Header / Footer /

3. Create a ‘table of content’ (potentially ‘issues’).

4. Indexing (author, keyword, with subscription services)
5. Place on the web
6. Search capability

**Web /Manager Coordinator for EDSIG and related websites**

1. Web Site Manager
   a. Domain Name Responsibility
   b. Backup / Security / Who has access
   c. Database management

2. Web Site Content Manager
   a. Manage the EDSIG, ISECON, CONISAR web site

3. Journal Manager
   a. Coordinate ISEDJ and JISAR on line presence
   b. Determine with the editor of JISE, the JISE on line presence

**2011 ISECON/CONISAR Conference Chair**

1. Work with EDSIG Board and FITE Coordinator
   a. Determine major program events (receptions, luncheons)
   b. Theme of conference (if any)
   c. Solicit vendors
   d. Local entertainment
   e. Build team of workers
   f. Recruit attendees