MDA Editor Definition, Duties and Terms

Definitions

The Articles of Agreement and Bylaws define that the Editor shall be an appointive position, acting in a non-voting, ex officio capacity in both the House of Delegates and Board of Trustees. The role of the Editor also is described in Board Policy.

ARTICLES OF AGREEMENT

Article IV, Officers

The appointive officers of this Association shall be an Editor and an Executive Director, as provided by the *Bylaws.*

BYLAWS

Chapter III, House of Delegates

Section 10: Composition

The elected officers, the voting members of the Board and the past presidents, the chair of each standing committee, and the Editor of this Association shall be ex officio members of the House, with full privileges of the floor except the right to vote.

Chapter IV, Board of Trustees

Section 10: Composition

The Editor, the Executive Director, the Speaker of the House, the Legislative and Regulatory Chair, and the Dental Board Liaison shall be ex officio members of the Board without vote.

Section 70: Duties

A) Board of Trustees: It shall be the duty of the Board

1) To appoint a qualified member of this Association to the office of Editor.

Chapter VI, Appointive Officers

Section 10: Number and Title

The appointive officers of this Association shall be the Editor and Executive Director, as provided in Article IV of the *Articles of Agreement*, and shall be appointed by the Board.

A) Editor: It shall be the duty of the Editor:

1) To be Editor of the Association's official news publication(s).

2) To exercise full Editorial control over such publication subject only to policies established by the Board.

3) To cause to be published from time to time in the official news publication(s) of this Association the official proceedings or extracts there from of the various bodies of this Association.

4) To write Editorials.

5) To serve as an ex officio member of the House and Board without the right to vote.

BOARD POLICY

2.13 Editor's Role. The Editor (a) writes Editorials for the association's official news publication, (b) assures the integrity of the official proceedings or extracts of the association's various official bodies that are published in the official news publication, (c) assures that Editorial content and responsibilities are in compliance with written board policy, and (d) serves as an ex-officio, non-voting member of the board. The Editor may from time to time be required by the board to submit a monitoring report to demonstrate compliance with applicable board policies.

The Editor has no individual authority to make decisions about policies created by the board. The Editor's authority to make decisions about policies within the Executive Limitations policy area are limited solely to those policies that could reasonably be interpreted to apply to the Editorial content of the official news publication. The Editor has no authority to supervise or direct the ED, except in connection with the Editor's responsibilities as stated in this policy.

The Editor is authorized to use any reasonable interpretation of the provisions of this policy.

Office Appointment

When the office of Editor shall become vacant, the following process will be used for election:

- The MDA Executive Office will notify membership through available association communication channels (notice in *Focus* magazine, email, component listserv, social media) about the position and responsibilities.
- Any active MDA member desiring to be considered for Editor shall submit a formal request letter to the MDA Executive Office by the given deadline.
- Candidate submission must include current curriculum vitae and two 500-word sample Editorials on current issues/events in the dental profession OR two 500-word previously published articles that demonstrate the candidate's writing ability.
- If candidate's application is accepted, the candidate will be asked a set of interview questions to be completed by Zoom.
- After a formal review process of all candidate applications by the Board of Trustees, the chosen candidate will be notified of selection.

Office Term

There is no term for the position of Editor. The candidate is elected by the Board of Trustees and may be removed by the Board of Trustees.

Stipend

The Editor shall receive a flat annual stipend in schedule with other Board of Trustee members. There are no restrictions on what that stipend may be spent on. The 2027 budgeted stipend is $2,800. The Editor may make a formal request annually to the MDA Finance Committee to attend the American Association of Dental Editors and Journalists (AADEJ) or another meeting related to the role of Editor. The request may include reimbursement for direct expenses (travel, lodging, per diem), with a maximum amount defined and set during the budgeting process.

The duties of the Editor are defined in the Bylaws. A more detailed job description, reviewed by the MDA Officers and maintained by the MDA Executive office staff, defines the role and responsibilities of the Editor. See below description.

MDA Editor Job Description

Description

The Editor shall be Editor-in-chief of the official publication of the Missouri Dental Association, *Focus*.

Skills

Possess a general professional knowledge of priority issues and topics for the Missouri Dental Association and its members to address these topics in the publication and be skilled in the arts of writing, editing, critical assessment, and diplomacy. Maintain Editorial integrity while being sensitive to publication of material that might be harmful to the Association's reputation.

Responsibilities

Serve as:

- Editor-in-chief of the MDA *Focus*
- Ex-officio member of the Board of Trustees
- Ex-officio member of the House of Delegates

Shall:

- Remain current on the issues confronting the profession.
- Write an Editorial for each of the four issues of the publication on matters of current interest.
- Review all letters to the Editor, selecting those to be published.
- Make recommendations pertaining to specific article topics for solicitation of authors.
- Make recommendations to improve dissemination of professional (and/or scientific) material.
- In association with MDA Executive Office managing Editor/communications staff, may assist with such tasks, including but not limited to:
  - Review and approve each issue, with special attention to scientific/technical dental articles
  - Contribute ideas, recommendations or decisions pertaining to the topical or scientific content of each issue of the publication.
  - Provide Editorial direction and team leadership style that enables staff to function most efficiently in their daily responsibilities of publication production.
- Attend all Board of Trustees and MDA House of Delegates meetings, and when possible, special events of the MDA, including, but not limited to, Dental Day at the Capitol. Click for 2027 Board meeting dates.