**Recommendations to IASW Board for the Process of Recruiting an Editor and putting in place a Journal Committee for the Irish Social Worker Journal**

**Introduction**

At the request of the IASW Board, an interim editorial committee was established in October 2014. The purpose for this committee was to edit and publish two Irish Social Worker Journals while developing a set of recommendations to the IASW Board regarding the Irish Social Worker Journal and specifically regarding the recruitment of the new editor. The proposal to have a committee structure was to support the editor in his or her role. While the appointed editor will be expected to have overall responsibility for the journal content, he or she will be supported in the work of producing the journals by the committee members. Central to the proposals include; the requirement for a transparent recruitment process for the role of editor with a defined term of office.

**Journal Committee**

The Social Work Journal will have a committee of up to five people, including the Editor, who has overall editorial responsibility.

The purpose of the committee is:

- Assist the editor in reviewing all articles submitted. This can be achieved by all articles being reviewed by a minimum of two committee members, one being the editor. The committee members will record and forward their comments to the editor who agrees the decision on what feedback to communicate to each author. This feedback should be communicated by signing off on 'behalf of the journal committee' thus de-personalising the feedback.
- As a general rule of thumb articles should be assigned to readers according to their area of practice/interest
- The committee can also act as a support in identifying and encouraging colleagues within their work places/SIG's to submit articles to the Journal
- The committee will also allow members to develop editorial skills, with the possibility of a future Social Work Journal Editor coming from this pool.
- The committee can invite one 'guest editor' per year, though the editor still retains editorial responsibility for the guest editor issue

While the editorial committee is not a Special Interest Group (SIG), the 'IASW rules and bye-laws' will also apply for this committee

- **Committee membership**
  - Minimum of one IASW Board member on the committee (Board member to Chair Committee)
  - Minimum of one academic member on the committee
  - Other representatives from among the various social work settings
  - Practitioner Researcher Group

- **Term of office editor and Journal committee members**
  - Membership limited to 3 years with opportunity of one term renewal
  - The first committee should be staggered in stepping down to ensure continuity with a at least one person stepping down every year after the first 3 years.

**Process for nomination to the Journal Committee**
Any member of the IASW can apply to join the Journal Committee. Those interested in becoming a member of the committee should submit their names to the Board of IASW, who will agree names as vacancies arise.

**Commitment**
It is envisaged that work of the committee will be done through emails, tele-conferencing and face to face meetings. Face to face meetings may be bi-monthly, mileage and train fares expenses are met by IASW. All meetings will have recorded minutes, with members rotating minute taking and this will act as a basis for reporting to the IASW Board/Council

**Criteria for recruitment of Editor**

**Essential:**
- Member of IASW
- Have had an article published in The Social Worker Journal or other Journals
- A minimum of 5 years post-qualifying work experience as a social worker
- Ability to work well as part of a team
- Knowledge and understanding of the aims of the IASW

**Desirable:**
- Editorial experience
- Having an article published in a peer reviewed journal
- People/team management experience
- Active Member of a S.I.G. or current/previous member of ISAW Board/Council
- Post graduate qualification,

**Application procedure:**

Please provide:
1. C.V. outlining relevant experience and cover letter outlining your vision for the Journal, and the reason for your interest in the role

**Recruitment Process**
- Open recruitment within the membership of IASW members
- Advertised via the website and newsletter
- Interview panel will be minimum 3 people and include at least one IASW Board member, one social work academic, and an independent chairperson
- The interview panel will make a recommendation to the IASW Board as to who to recruit.

**Term of Tenure**
Up to three years, with option of this being renewed once. Editor needs to inform the Board whether they have an interest in the second tenure a minimum of 9 months before end of tenure in order to allow time for recruitment of new editor

**Role**
- This is a voluntary role
- will have overall responsibility for editing the Social Worker Journal
- Will work as part of the editorial committee
- Will ensure reports are provided regularly on progress to the IASW board
- Will aim to ensure 4 Journals per year are published
- Will commit to facilitating a period of shadowing with the new editor at the end of tenure
- Will operate within the rules and bye-laws of the IASW

**Administration Office**
The IASW office will assist the editor in formatting and preparing each edition for print.

**Expenses**
Both the committee and editor roles are voluntary, however expenses can be claimed in line with the IASW policy on expenses. Funding for subsistence, photocopying, and relevant training or attendance at relevant conferences subject to agreement by the Board.