

**POSITION TITLE** Editorial Board Member, Canadian Journal of Occupational Therapy

The Canadian Journal of Occupational Therapy (CJOT) is the official journal for the Canadian Association of Occupational Therapists (CAOT). CAOT is recruiting new members for the CJOT Editorial Board. Editorial board members provide consultation, advice, and support to CAOT with respect to the purpose, direction, policy, ethical and content issues of the Canadian Journal of Occupational Therapy.

**Frequency of Meetings:**

Generally, there are two Board meetings a year: one, a face-to-face meeting held at the time of the CAOT annual conference and another held via a teleconference. In addition, there can be teleconference meetings held at the call of the Chair; these are generally infrequent. As well, from time to time, the board determines to hold strategic planning events.

**Roles and Responsibilities:**

1. Participate in strategic planning processes for the Canadian Journal of Occupational Therapy;
2. Critically review the Canadian Journal of Occupational Therapy for the purpose of maintaining its high standards;
3. Research and propose strategies for the national and international development of Canadian Journal of Occupational Therapy, consistent with advancements in the profession of occupational therapy and in scientific publishing more broadly;
4. Make recommendations for new or modified journal-related policy to strengthen the standards and processes of the Canadian Journal of Occupational Therapy, in a manner consistent with the policy guidelines set by the Canadian Association of Occupational Therapists;
5. Respond and provide input to the Editor-in-Chief as requested regarding ethical dilemmas arising from submissions to the Canadian Journal of Occupational Therapy;
6. Serve as short deadline manuscript reviewers when asked;
7. Evaluate the work of the Editorial Board on an annual basis for continuous improvement.
8. Participate in the process of selecting Associate Editors
9. Participate, annually in the review and recommendation of recipients for the Golden Quill Award.
10. Participate in the annual meeting at the CAOT conference, if possible.

**Term of Office:**

Member appointments will be for three year terms, and may be renewed once for a maximum term of 6 years.

This is a volunteer position.

**Selection Criteria:**

- 1) At least 7 years of consistent professional experience publishing in the scientific literature that informs occupational therapy in Canada.
- 2) Experience serving a CJOT Reviewer for more than 3 years.
- 3) Doctorate degree in a relevant discipline;
- 4) Individual membership in the Canadian Association of Occupational Therapists is an asset;
- 5) Bilingual (English/French) is an asset.

**Submission Requirements:**

Interested individuals are requested to provide their curriculum vitae and a letter expressing your interest in serving on the CJOT Editorial Board. To [jcraik@caot.ca](mailto:jcraik@caot.ca)

**Submission deadline:** March 17, 2017

**Expected start of term:** March 2017

**Contact:**

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