



## Editorial Review Board Committee Committee Member Position Description

**Purpose:** ASSP's Editorial Review Board helps to ensure that the organization's monthly journal provides high-quality, technically accurate content that advances the practice of occupational safety and health by keeping the OSH community informed of developments in the practice and application industry best practices.

### Key Responsibilities

- Review manuscripts submitted to *Professional Safety* through anonymous peer review process to maintain the journal's standing as a leading member benefit.
- Provide rankings for annual *Professional Safety* Article of the Year Awards (based on member-authored articles published in the journal each calendar year)
- Share insight on topics of interest to the OSH profession, including emerging issues

### Support

- Orientation with Editorial Review Board chair, staff liaison and committee mentor
- Ongoing feedback on submitted evaluations

### Benefits

- Exposure to new ideas, emerging theories and lessons learned in OSH as a result of reviewing up to 80 manuscripts per year
- Help determine editorial direction for *Professional Safety*, a leading publication in the OSH field
- Contribute to the growth and development of ASSP and the safety profession
- Earn professional certification maintenance points

### Time Commitment

- Term of office: 3 years; July 1 to June 30
- Average hours per month: 8 to 10 hours (primarily virtual), plus up to three 90-minute conference calls per year

### Qualifications

- Professional member or member of ASSP in good standing
- Able to commit time each month to review manuscripts and provide detailed feedback to help guide author revisions

### Contact

Staff Liaison: Tina Angley  
Title: Manager, Member Publications/Editor, Professional Safety  
E-mail: [tangley@assp.org](mailto:tangley@assp.org)  
Phone: 847.768.3438

The Editorial Review Board is a standing committee of ASSP's Council on Professional Development. The council vice president appoints members based on input from staff liaison and the committee chair. Nominations are reviewed each May and appointments are announced each June.

