

Editorial Member/ Advisory Board Member Consent Form

If you accept the responsibilities of Editorial member/ Advisory Board, you must treat the materials you receive from ANNALS of KEMU as confidential documents. This means you cannot share them with anyone without permission.

Responsibilities:-

- **Should attend Editorial Board meetings; models good writing, editing, deadline compliance and production skills; helps settle disputes and problems**
- **Monitors the progress and establishes deadline for important tasks allocated**
- **Monthly online meetings with the international and national members of Editorial Advisory Board. Helps to Evaluate and implement feedback and suggestions.**
- **Motivates and facilitates members of Editorial Board writing Editorials.**
- **Contributing editorial pieces.**
- **Motivating, training and developing editorial staff for capacity building of better human resource**
- **Contributes to decisions including adjusting deadlines under special circumstances, facilitation of researchers and promotion of research activities**
- **Liaison with National and International Members of Editorial Advisory Board**
- **Keeps other members of Editorial Advisory Board informed about ongoing activities through effective communication**
- **Facilitation of Researchers: Letters to Editors, Evaluation reports and feedback from the researchers would be analyzed and necessary steps would be taken.**
- **Evaluating reviewers and researchers**
- **Internal Audit for progress of Annals of KEMU**

Do you agree and are willing to give consent to perform the duties and responsibilities assigned above?

Yes

No

Signature

Date

Department