

## **Journal Editing-Proofing-Content Review Volunteer**

### **Responsibilities may include the following:**

- Proof and Edit Board-approved journal articles at the direction of the Editorial Manager
- Communicate directly with Authors at the direction of the Editorial Manager
- Communicate with the Layout Manager and Advertisers at the direction of the Editorial Manager
- Representing NAHA with integrity and professionalism
- Honoring NAHA mission statement in practice and action
- Other duties as assigned or requested by the Editorial Manager or the National Board of Directors

### **Requirements include the following:**

- NAHA Member in good standing
- Report to the Editorial Manager
- Honor deadlines, timelines, and do not procrastinate until the last minute, if you need assistance or direction – ask for it.
- Agree to act within the guidelines of NAHA's Code of Ethics
- Return a completed application to the NAHA office
- Willingness to commit to a minimum of \_\_\_ hours of service at the conference

### **Benefits for Proofing-Editing-Content Review Volunteer**

- Certificate of service
  - Discounted journal advertising 50% per journal
  - Discounted NAHA merchandise at 10%
- (Benefits are good during term of service only and shall not be transferred or extended)

### **Loss of Volunteer status may be a consequence of any of the following but is not limited to:**

- Acting outside of the Code of Ethics: The Ethics Committee shall review any act or complaint fitting this description. This process is outlined in the Ethics Committee Handbook.
- Submission of valid complaints against any act you participate in, which are investigated and found to have merit.
- Not fulfilling your responsibilities as outlined above or in agreement to fulfill duties as assigned or in future announced requirements as dictated from the National Board of Directors.
- Lapse of membership dues, no longer in good standing as a NAHA member.
- Participating with conflicting political and non-political groups, agencies, or associations which are contrary in goals or mission statement or are slanderous toward NAHA and its Board.

**All volunteers will receive a complete standards and policies packet.**