**PC-FACS Associate Editor-in-Chief Job Description**

Work alongside the Editor-in-Chief, Abby R. Rosenberg, MD, MS, MA, providing effective management and forward vision, scanning the horizon for what’s coming up and ensuring that PC-FACS’ scope and vision are carried out; shape and balance content of publication; responsible to the readers and should learn their needs and interests; must not have personal, financial or other relationships inked in any way to their responsibilities as editor; annually disclose all potential conflicts of interest relative to AAHPM.

1. work together with Editor-in-Chief to produce monthly and special issues
2. jointly responsible for the editorial content of PC-FACS, principally regarding the subject matter and types of articles reviewed, and also for assessing that reviewed studies adhere to appropriate institutional board reviews to protect human subjects and assure humane care of animals
3. provide editorial review; articles are prioritized by newsworthiness, relevance to palliative care, and study quality, balancing out multidiscipline and multispecialty representation of AAHPM membership
4. identify and select Senior Section Editors; provide oversight and mentorship to them; directly manage them and through them Associate Editors and Reviewers; make suggestions to them regarding reviews
5. establish policies for editorial team and commentaries; decide on names and number of sections
6. establish and maintain process for the prompt constructive evaluation of commentaries and ensures that commentaries are respectful of and sensitive to diverse opinions of readers
7. improve the quality of the commentaries PC-FACS, and research in Hospice and Palliative Medicine
8. maintain editorial independence and work to ensure that authors have editorial freedom
9. participate in annual PC-FACS Associate Editor meeting at the Annual Assembly and co-present a *PC-FACS a Year in Review* invited session at Annual Assembly.

The Associate Editor-in-Chief is recruited from a Call to the AAHPM membership. The appointment is made by the current Editor-in-Chief, current Associate Editor-in-Chief and a member of the Publications Committee and approved by the Publications Committee and Board of Directors. The term is 3 years, with no possibility of reappointment. The Associate Editor-in-Chief assumes the duties of Editor-in-Chief upon the completion of his/her term.