
Job Responsibilities**Editor-in-Chief of the IPA Journal, *International Psychogeriatrics***

- The Board of Directors (BOD)-appointed Editor-in-Chief shall manage the selection, review and editing process for the high-quality scholarly journal of IPA, *International Psychogeriatrics*.
- The Editor-in-Chief holds the major responsibility for the development of the philosophy, policy and direction of the *International Psychogeriatrics*, and is accountable to the BOD.
- The Editor-in-Chief is responsible for the establishment of an Editorial Board and may choose to recommend a Deputy Editor to the BOD for appointment.
- The Editor-in-Chief is accountable to the BOD on all scientific and editorial matters relating to the publication of *International Psychogeriatrics*.
- The Editor-in-Chief liaises with editors of other relevant and related scientific journals in the advancement of the scientific status and merit of *International Psychogeriatrics*.
- The Editor-in-Chief is responsible for the commission and management of supplement issues of the *International Psychogeriatrics*.
- The Editor-in-Chief will act as chair of the IPA Junior Research Award Committee.
- The Editor-in-Chief shall advise Congress, Meeting, and Workshop chairs on the scientific aspects of any proposal to publish related material in *International Psychogeriatrics*.
- The Editor-in-Chief will consult with the Treasurer and Secretariat in the financial management of the journal. However, the Secretariat and Treasurer shall manage the finances of *International Psychogeriatrics* to ensure its financial viability and profitability.
- The Editor-in-Chief will consult with the Secretariat on all matters relating to administration of the *International Psychogeriatrics*. However, the Secretariat is responsible for all administrative matters of the *International Psychogeriatrics*.
- The Editor-in-Chief is responsible for the employ and supervision of staff in the office of the editor, and the maintenance of good relationships with reviewers and contributors to *International Psychogeriatrics*.
- The Editor-in-Chief serves for a renewable 4-year term, at the end of which, upon the mutual agreement of the BOD and the Editor-in-Chief, he or she may be reappointed to the position for a single extended term.