

ASSH PUBLICATIONS COMMITTEE

CALL FOR EXPRESSIONS OF INTEREST

- **Reviews Editor - *Sporting Traditions***
- **Associate Editor - *ASSH Bulletin* and ASSH Website Editor**
- **Associate Editor - *ASSH Special Studies* Editor and *Sporting Traditions* Assistant Editor**

With the recent appointment of a new Publications Officer (and editor of *Sporting Traditions*), all other positions on the ASSH Publications Committee are hereby declared vacant. This notice therefore constitutes an official call for expressions of interest in the above positions of Reviews Editor and two Associate Editors. Members of the Society, including incumbents, who wish to nominate themselves for one of the positions are required to submit a two-page application outlining relevant qualifications and experience in respect to the duties described below. The term of office for each of the three positions shall be from July 2003 to December 2006. Applications should be sent by receipted email to Robert.Hess@vu.edu.au or by post to Rob Hess, c/- ASSH Publications Committee, School of Human Movement, Recreation and Performance, Victoria University, PO Box 14428, Melbourne City MC, Victoria 8001. The deadline for receipt of applications is 30 April 2003.

[Note: Incumbents in the above positions have agreed to continue in their roles in an interim capacity until the Publications Officer makes new appointments.]

The following is a list of tasks that the ***ASSH Bulletin*** Editor undertakes:

Content

- Receives and reviews submissions
- Solicits articles, book and conference reviews from members
- Solicits other content that may be of interest to members
- Collates information on conferences, forthcoming books and other topics that may be of interest to members
- Sources material from publishers' websites, discussion lists, Bulletin Boards and other relevant locations
- Receives minutes of meetings and other materials from the Executive to circulate to members
- Liaises with ASSH chapters about their activities
- Liaises with other sports history organisation about their activities
- Liaises with Publications Officer over content and layout

Production

- Designs layout of *Bulletin*
- Organises printing of *Bulletin*
- Arranges distribution of *Bulletin*
- Ensures costs associated with design, printing and distribution of *Bulletin* are invoiced back to the Treasurer.
- Ensures that *Bulletin* is produced in a timely manner

Administrative

- Ensures additional copies are returned to the Publications Officer

(Position description compiled by Tara Magdalinski.)

[Note: At the current time, the ASSH Bulletin Editor also acts as the ASSH Website Editor. It is anticipated that this arrangement will continue.]

The following is a list of tasks that the **ASSH Studies** Editor undertakes:

- Solicits manuscripts from the sports history community for publication as *ASSH Studies* monographs
- Revises Honours and Masters theses for purposes of publication as *ASSH Studies* monographs
- Liaises with the Publications Officer, copy-editor and printer with respect to publication of *ASSH Studies* monographs
- Promotes sales and distribution of *ASSH Studies* monographs at conferences and via ASSH serials

(Position description compiled by Daryl Adair)

[Note: In line with a report and recommendation by the out-going Publications Officer, it is proposed that the *ASSH Studies* Editor also assumes the role of Assistant Editor for *Sporting Traditions*.]

The following is a list of tasks that the Reviews Editor for ***Sporting Traditions*** undertakes:

- Liaises with publishers and authors re submission of material for distribution to reviewers
- Establishes guidelines for reviewers and solicits reviews from the sports history fraternity for publication in *Sporting Traditions*
- Arranges review symposiums for publication in *Sporting Traditions*
- Liaises with the Publications Officer re timely submission of reviews for *Sporting Traditions*

(Position description compiled by Rob Hess on behalf of Murray Phillips)