

## International Union for the Study of Social Insects

There is explicit language in our Constitution concerning the officers below, and here we provide more detail concerning the workload, desired characteristics, and remuneration provided. Duration of tenure and selection processes are described in the Constitution, Article 12.

### **Editor-in-Chief, *Insectes Sociaux***

**Duties:** Receives all submitted manuscripts (approx. 140/year), and takes final decision of acceptance/rejection for all submissions. Handles approx. 60% of submissions, and assigns remaining manuscripts to two Associate Editors and Review Editor (handling involves contacting reviewers, receive evaluation reports and take decision of acceptance/revision request/rejection); Manuscript handling goes through the very efficient and helpful online system “Editorial Manager”; Checks technical editorial requirements of all accepted manuscripts, forwards these to the Publisher, and also goes through page proofs of all published articles; Makes up contents of 4 annual issues; Is in close contact with Associate and Review Editors, and with Publisher; Organizes annual poll for “Best Paper Award” among Editorial Board members. Serves on Executive Committee to conduct business, including negotiation of contracts and decisions that cannot await the General Assembly

**Time Required:** highly variable, 1-2 days/week on average.

**Remuneration:** Our contract with Springer stipulates an annual budget of 15,000 €; in past years, our Editor-in-Chief used 9000€ to support the Editorial office and split the balance among Editor-in-Chief and Associate Editors in proportion to number of manuscripts handled. With the new online manuscript submission system, the need for staff assistance is drastically reduced, and the new Editor-in-Chief has latitude to change the allocation of those funds.

**Profile:** Mid- to late-career member with a good scholarly record, publication(s) in *Insectes Sociaux*, and a permanent academic position. He/she should have good knowledge of English, a great sense for precision, and extensive reviewing and/or Editorial experience.

### **Review Editor, *Insectes Sociaux***

**Duties:** Actively contacts and solicits potential authors for review manuscripts. Receives all submitted review manuscripts from Editor-in-Chief (approx. 5-10/year); contacts reviewers and takes care of evaluation procedures;

recommends to Editor-in-Chief whether to take final decision of acceptance/rejection.

**Time Required:** 1-3 hours/ week, depending on how active the Review Editor is

**Remuneration:** 100€ per published review article.

**Profile:** He/she should have good knowledge of English, and have great sense for precision. While not required, it is preferred that the individual have a permanent academic position.

### **Secretary-General of the Union**

**Duties:** Maintains financial and membership records; collects and disburses funds; arranges for tax returns to be filed with the United States Internal Revenue Service and the State of Ohio; reports 2-3 times a year to the Financial Subcommittee, and once a year to the general membership via an Annual Report published in *Insectes Sociaux*; communicates with sections concerning Union business; supports work of the Financial Subcommittee as an *ad hoc* member; serves on the Executive Committee to conduct business, including negotiation of contracts and decisions that cannot await the General Assembly; prepares materials for the quadrennial Congress, including solicitation of Hamilton Award, agenda for the International Committee and General Assembly, and any proposed changes in governance documents.

**Time Required:** 1 hour per week on average; about 2 hours/week in Congress years

**Stipend:** 1000€ per year

**Profile:** Mid- to late-career IUSSI member with experience in a Section. Facility with spreadsheets and international banking are essential.

### **President of the Union**

**Duties:** Oversees all planning for the upcoming quadrennial Congress, including contractual negotiations, committee appointments, decisions on venue and program; developing and managing an independent budget; and development of a comprehensive website; serves on the Executive Committee to conduct business, including negotiation of contracts and decisions that cannot await the General Assembly; conducts business meetings of the International Committee and General Assembly.

**Time Required:** highly variable, from less than one hour per week to nearly full-time as the Congress approaches

**Stipend:** none provided by the Union.

**Profile:** senior member of the Section that has been chosen to host the Congress. A permanent academic position with supporting infrastructure is desirable.