



IMIA VP Services Position and Responsibilities

The IMIA VP Services is responsible for the overall annual publication of the IMIA Yearbook.

The IMIA Yearbook is published yearly and is made of about 40 articles, including IMIA's President statement, a keynote paper on the Special topic of the year, thirteen sections covering the different subfields of Biomedical Informatics among which a Special section to follow the special topic of the year, IMIA working groups contributions, two specific chapters to cover History of Medical Informatics and Research & Education, IMIA regional reports, and obituaries when needed.

The IMIA VP Services' responsibilities include chairing the Yearbook Editorial Board (one meeting per month) and managing the Yearbook Editorial Team (editorial Board and section editors). The IMIA VP Services has to organize in April the selection meeting (to select the best papers per section and select the Special topic of the following year) that gathers all the Editorial Team members (about 30 persons).

More specifically, the IMIA VP Services is responsible of the identification of the authors and reviewers of the different IMIA Yearbook articles to ensure the coherence of the invitations across the sections. As the chief editor of the IMIA Yearbook, the IMIA VP Services is in charge of the final copy-editing process of all the papers published. The IMIA VP services has also to work with the Publisher (THIEME), especially in case the contract needs to be updated.

In addition to the IMIA Yearbook's activities, the IMIA VP Services is also tasked with reviewing any requests from publications for status as an IMIA's Official or Endorsed Journal and providing recommendations to the IMIA Board and the IMIA General Assembly.

General Responsibilities

- ensure that the Yearbook is published on time
- guarantee the overall scientific and editorial quality of all contents
- lead the Editorial Committee and the Editorial Board

The VP Services provides the IMIA Board and General Assembly with a report each year on the current and upcoming publication of the IMIA Yearbook. The VP Services is supported by a dedicated IMIA Office resource and the IMIA office provides communication support for announcements and posting of the publication on the IMIA website.

A successful candidate will be expected to

- understand that this role requires a very intensive time commitment.
- follow a timetable accurately, and to manage a team of about 30 persons.
- have a holistic knowledge of the different subfields of Biomedical Informatics and their experts
- have good interpersonal qualities (tough but caring)
- have experience with scientific writing, editing, and publishing.
- have served on editorial boards and scientific program committees.
- have distinguished themselves as editors of books, journals, or proceedings.
- attend IMIA Board meetings, Executive Committee meetings and IMIA General Assembly meetings, and MedInfo (during their term)
- be able to make themselves available throughout their term as an executive officer of the IMIA Board.