Responsibilities of *Adolescent Medicine: State of the Art Reviews* (AM:STARs) Editorial Advisory Board Members

The AM:STARs Editorial Advisory Board (EAB) will consist of at least six members, including two editors in chief. Size and responsibilities of the EAB will be determined by project scope, type of expertise required, and number of members necessary to effectively conduct the business of the EAB.

The major function of the EAB is to provide oversight and direction for AM:STARs. Additional expectations of the EAB will include:

- Participate in an annual strategic conference call.
- Participate in additional AM:STARs-related conference calls, as needed.
- Notify staff of vacation periods and other extended periods of non-availability.
- Based on his or her expertise, review and provide feedback regularly on AM:STARs content, topics, and editorial strategies.
- Respond to requests for review of new content and updates by the due dates assigned.
- Assist staff in soliciting feedback from readers regarding the content and utility of AM:STARs.
- Promote the benefits of AM:STARs to colleagues and opinion-leaders when opportunities arise.

Terms for Editorial Advisory Board Members

- Each EAB member may serve two successive terms of three years.
- One year may lapse before the same person is eligible for reappointment for another two terms.
- The Project Manager will track the terms of the EAB members. When a vacancy is anticipated or exists, a Call for Nominations will be sent to the appropriate entities.
- Nominees must be Academy Fellows or willing to become members, if so qualified.
- Nominations will be made on the basis of knowledge, expertise, and interest. Within this context, Academy membership demographics, such as professional activity and geographical distribution should be considered.
- The Nomination(s) will be submitted to the Advisory Committee to the Board on Publishing (ACBOPUB) for approval, and will include:
Current EAB roster

CV for each nominee

Rationale for the recommendations

- ACBOPUB will confirm the recommendation(s) in an action item.

- Appointment letters and orientation materials will be mailed to the appointees by the Project Manager.

- Each Editor in Chief and EAB member will enter into a consulting agreement with the Academy that sets forth an understanding of the terms and conditions under which each the member will provide his/her services.

Honoraria

- In accordance with standard Academy protocol for remuneration of Academy members, the Academy will not pay honoraria or consulting fees to AM:STARs EAB members.