

## **Provenance Editorial Board**

Purpose: The Editorial Board advises and assists the Provenance Editor in the editorial content of the journal and in establishing and implementing editorial policies and procedures for peer review of submitted manuscripts.

Term of Office: Three years. Appointed by Editor with Executive Board approval.

Voting Status: Non-voting member.

Composition and Membership:

1. The Editorial Board consists of (but is not limited to) nine individuals appointed for three-year terms staggered so that one-fourth of the members are appointed each year. Board members are nominated by the Provenance Editor and appointed by the Executive Board. The Editor will submit a list of nominees at least four weeks in advance of the SGA annual meeting.

2. Individuals serving on the Editorial Board are selected because of their knowledge of archival theory, methodology, and practice; expertise in research strategies and methodologies; and experience in archival research and publication. The Editorial Board will also reflect a diversity of archival institutions and functional expertise and the geographic and demographic breadth of the profession.

3. Reporting Procedure:

- A. The Editor assumes responsibility for coordinating Editorial Board activities.
- B. The Editorial Board meets at least twice annually.

4. Major Duties/Responsibilities:

- A. Assists the Editor in developing and implementing editorial policies and procedures.
- B. Solicits manuscripts to be considered for publication in *Provenance*.
- C. Reviews and edits manuscript submissions for content and style, keeping to established timetables and journal requirements.
- D. Assists the Editor in the selection of the Gracy Award recipient for each issue of *Provenance*.

4. Approved by the Executive Board: October 12, 2010