

# OCCUPATIONAL THERAPY NOW

## Editorial board member positions

**OCCUPATIONAL THERAPY NOW** volunteer editorial board members fill the following roles:

- Topic editor representative (3 positions)
- Clinical representative (2 positions)
- Faculty representative
- Entry to practice student representative
- Post graduate student representative

Editorial board member responsibilities include engaging in policy development, reviewing manuscripts, quality improvement, and Topic Editor selection.

To learn more about open positions, see the [OT Now web page](#) and/or OT Weekly.

To apply, send your curriculum vitae and a letter outlining your interest and experience to [otnoweditor@caot.ca](mailto:otnoweditor@caot.ca).

### EDITORIAL BOARD MEMBER ROLE DESCRIPTION

1. Participate in the strategic planning processes for OT Now;
2. Critically review OT Now for maintaining currency in the content;
3. Propose new or modified policy in order to strengthen the standards and processes of OT Now, in a manner consistent with the policy guidelines set by the CAOT;
4. Respond and provide input to the Managing Editor as requested regarding ethical dilemmas arising from submissions to OT Now;
5. Serve as short deadline manuscript reviewers when asked;
6. Evaluate the work of the OT Now Editorial Board on an annual basis for continuous improvement;
7. Participate in the process of selecting Topic Editors;
8. Serve as a member of the Appeals Committee in situations where an author appeals the decision of the Managing Editor.
9. Have a mandatory CAOT membership.