



COMMITTEE: LAW JOURNAL EDITORIAL COMMITTEE (CEO Committee)
TERM OF APPOINTMENT: One Year Term
ACCOUNTABILITY: CACM President & CEO, CACM Staff Liaison
ESTABLISHED: 2018

CHARTER: To oversee the development of the digital CACM Law Journal which includes, but is not limited to, the identification of the quarterly Law Journal theme, the solicitation of ideas and topics, collaboration with CACM in preparation of the Law Journal Timeline Schedule, and review and edit articles in preparation for publication in accordance with the Law Journal Editorial Guidelines prepared by CACM.

COMMITTEE COMPOSITION

1. One Chief Editor
2. At least 4 Attorney Members (attorney Guest Editors)
3. At least 2 Manager Members
4. All committee members must be in good standing.
5. All committee members are appointed for a one-year term.

ROLES & RESPONSIBILITIES

1. Identify Law Journal theme for each quarter that aligns with the Domains of Knowledge identified in the Business and Professions Code §11502.
2. Identify topics supporting each quarterly theme that align with the Domains of Knowledge identified in the Business and Professions Code §11502.
3. Establishment of Law Journal Timeline Schedule, maintenance and adherence to deadlines.
4. Actively engage in editorial review process.
5. Ensure that articles reflect the community manager's perspective with a focus on the technical information that professional managers need to know, i.e., avoid using "legalese".
6. Deliver final articles to CACM for timely design and production of the Law Journal.

CHIEF EDITOR ROLES & RESPONSIBILITIES

1. Annually identify 1 attorney Guest Editor for each of the quarterly Law Journal issues (Spring, Summer, Fall, Winter) and communicate these to the CACM team.
2. Collaborate with committee members to identify the theme and at least 4-8 topics that align with the Domains of Knowledge identified in the Business and Professions Code §11502 for each quarterly issue.
3. Provide the list of topics to the CACM team who, in turn, will email a "Call for Authors" to CACM attorney members for each issue.
4. Assist attorney Guest Editor in author selection by reviewing "Call for Authors" responses received from CACM attorney members indicating interest in writing articles.
5. Collaborate with committee members to review draft articles and provide feedback, edits and proofing in accordance with CACM's Editorial Guidelines.
6. Assist the attorney Guest Editor as needed in addressing any issues/disagreements arising during the development of the Law Journal that are author/guest editor disagreements, reader



comments, etc.

7. Contribute an Editor's Column of 250-700 words, depending upon space available, that may encompass two or three letters to the editor with answers, or one contiguous article in answer to a manager question.
8. Provide final edits and proofing of all articles.

ATTORNEY GUEST EDITOR ROLES & RESPONSIBILITIES

1. Collaborate with committee members to identify the theme and at least 4-8 topics that align with the Domains of Knowledge identified in the Business and Professions Code §11502 for each quarterly issue.
2. Review with Chief Editor the list of authors indicating interest in writing articles and make author recommendations to CACM for final confirmation.
3. Communicate directly with identified authors to request and receive articles in a timely manner.
4. Send emails to interested authors not selected to write articles.
5. Forward a list of selected authors to CACM who will send Article Submission Guidelines to proposed authors and secure a signed Author Agreement.
6. Provide follow-ups and assistance to authors during the writing phase as needed.
7. Collaborate with committee members to review draft articles and provide feedback, edits and proofing in accordance with CACM's Editorial Guidelines.
8. Address any issues/disagreements that may arise during the development of the Law Journal that are author/guest editor disagreements, reader comments, etc.
9. Write a 150-200 word Guest Editor's Note that elicits reader interest in the issue's articles and thank contributors.
10. Submit finalized articles to CACM by the established deadline for final approval and preparation of design, proofing and production.

MANAGER MEMBERS ROLES & RESPONSIBILITIES

1. Collaborate with committee members to identify the theme and at least 4-8 topics that align with the Domains of Knowledge identified in the Business and Professions Code §11502 for each quarterly issue.
2. Actively engage in editorial review process.
3. Ensure that articles reflect the community manager's perspective with a focus on the technical information that professional managers need to know, i.e., avoid using "legalese".

TIME COMMITMENT

1. Participate in deadline driven process
2. Assist in identification of quarterly Law Journal themes and topics
3. Participate in editorial review process
4. Participate in emails, phone calls, and conference calls as needed.

CACM LIAISONS: CACM Director of Marketing & Communications and Communications Manager