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**ASEM Publications Director- Responsibilities**

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| **Leadership Position** | **Tasks** | **Tools/Templates/Policies Needed by Stakeholder** |
| **ASEM Publications Director** | Overview: The focus of this position is to lead society activities in assuring wide distribution and access to publications and monitoring / analyzing royalty revenues. EMJ* Support the editors by leading coordination and integration with Taylor and Francis.
* Monitor revenues and analyze article distribution information.
* Coordinate with WHQ on the updated distribution list for the electronic and hard copy distribution.

Distribution of Conference Proceedings and EM Handbook* Test availability of the distribution of these items with current distributors (Curran and ProQuest /ABI-Informs).
* Monitor revenues and develop methods to improve financial benefits.
* Explore other indexing options such as Emerald and other services to expand access and revenues.
* Assure conference proceedings are prepared and formatted, using appropriate key words, to assure papers are found by search engines and submitted to the indexing services in a timely manner.

General Relationships with Book Publishers* Develop policies agreements for books promoted and sold on the ASEM web site.
* Negotiate book purchase discounts for members to enhance the value proposition.
* Develop policies and procedures for book sales on ASEM web site.

OtherGeneral promotion of publications: coordination of internal marketing of articles through E-news, Blogs, and social media.  | * Contracts with EMJ, Proquest and other publishers.
* Revenues from publications.
* Impact factors
* Policies on book and publishing relationships
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