

**Editorial Member/ Advisory Board Member Consent Form**

If you accept the responsibilities of Editorial Member/Advisory Board, you must treat the materials you receive from JSPARK as confidential documents. This means you cannot share them with anyone without permission.

**Responsibilities:-**

- **Should attend Editorial Board meetings; model good writing, editing, deadline compliance and production skills; help settling disputes and problems**
- **Monitor the progress and establish deadline for important tasks allocated**
- **Monthly online meeting with the international and national members of Editorial Advisory Board. Help to evaluate and implement feedback and suggestions**
- **Motivate and facilitate Members of Editorial Board writing Editorials**
- **Contribute editorial pieces**
- **Motivate, train and develop editorial staff for capacity building of better human resource**
- **Contribute to decisions including adjusting deadlines under special circumstances, facilitation of researchers and promotion of research activities**
- **Liaison with National and International Members of Editorial Advisory Board**
- **Keep other members of Editorial Advisory Board informed about ongoing activities through effective communication**
- **Facilitation of Researchers: Letters to Editors, Evaluation reports and feedback from the researchers would be analyzed and necessary steps would be taken**
- **Evaluate reviewers and researchers**
- **Internal Audit for progress of Journal of Society of Prevention, Advocacy and Research, King Edward Medical University, Lahore.**

Do you agree and are willing to give consent to perform the duties and responsibilities assigned above?

Yes

No

**Signature**

**Date**

**Department**