

# Executive Team Role Description

## Compositionality

### Overview

Compositionality is a volunteer-run, full open access, peer review journal. The Executive Team manages logistics, funding, administration, publicity, and all other general matters in the day-to-day running of the journal.

The team is appointed by the Steering Board, and the Steering Board bears ultimate responsibility for the governance of the journal. The Executive Team also reports to the Trustees of the Compositionality Charitable Incorporated Organisation (UK) regarding all financial aspects of the journal.

### Responsibilities

#### Editorial Matters

- Maintain editor handbook
- Facilitate Compositionality use of Scholastica platform
- Participate in Editorial Board discussions on Scholastica as relevant
- Assist Coordinating Editors in design and compliance of editorial policies, such as journal response times

#### Typesetting and Publication

- Solicit and maintain records of author publication/copyright agreements
- Maintain Compositionality style guide
- Assist with typesetting of each paper according to style guide
- Maintain Wordpress publication systems
- Publish each paper, registering the DOI and publication with relevant external authorities
- Maintain Compositionality journal class
- Resolve journal class issues raised on GitHub

#### Website and Publicity

- Maintain and update Compositionality Website, email accounts, and mailing lists
- Conduct journal outreach, such as through social media platforms (Facebook, Twitter), community mailing lists, and announcements at conferences (International Conference on Applied Category Theory)
- Be public first contact regarding the journal, especially liaising with authors.

## Certification and standards

- Maintain standards for Crossref membership requirements
- Maintain standards for ISSN registration requirements

## Funding

- Raise funding for journal operations (presently covered by donations from the Stanhill Foundation)
- Pay invoices and expenses (eg. Scholastica (editor platform), Bluehost (web hosting), Crossref (DOIs)...) )
- Keep up-to-date accounts of revenue and expenses to ensure financial sustainability and for review by Steering Board and Trustees

## Community Administration

- Annual reporting:
  - Organise Annual General Meeting of the Compositionality CIO, in accordance with its Constitution.
  - Produce annual financial report for the Trustees
  - Produce annual general reports for Steering Board, Coordinating Editors, and other members of the Editorial Board
  - Fulfil annual reporting requirements for the UK Charities Commission
- Manage activities of Editorial and Publication Assistant, if any
- Assist with editor recruitment, onboarding, and term renewal (default term two years)
- Organise editorial policy review every two years
- Monitor matters of diversity, equity, and inclusion with the Compositionality Journal organisation and community
- Meet regularly as a team to review responsibilities and progress