

**SOCIETY OF COSMETIC CHEMISTS**  
**Charter of the Journal Editorial Advisory Group**

**Statement of Purpose**

The purpose of the Journal Advisory Group is to:

1. Provide direction and oversight of the Journal of Cosmetic Science (JoCS) activities for the Society.
2. Review, correct, and comment on the papers considered for publication in the Journal.
3. Provide feedback to the Board of Directors and assist with strategy development to increase the JoCS visibility, profitability and impact factor.

**Membership & Terms**

The advisory group will consist of the following individuals, after completing an application and being affirmed by the Editor-in-Chief, who shall serve as follows:

<b>Position</b>	<b>Term</b>
Editor-in-Chief	Three (3) years – voting member
Senior Associate Editor	Three (3) years – voting member
Associate Technical Editors (up to 10)	Three (3) years – voting member
Staff – SCC Manager, Accounting & HR	N/A – non-voting member

- Senior Associate Editor shall ascend to the Editor-in-Chief position immediately following their term.
- Senior Associate Editor shall be chosen from a serving Associate Technical Editor.
- All terms are three (3) years in duration and, ideally, one-third to one-half the advisory group should rotate off each year.
- No voting advisory group member shall serve more than two (2) consecutive terms in one position on the advisory group.
- All terms of service shall run concurrent with the organization's fiscal year (January 1 – December 31).

**Authority & Responsibilities**

Operating within the Bylaws, policies and procedures as established by the Board of Directors, the advisory group has the authority to:

1. Approve publication of articles in the JoCS.
2. Manage the user experience of the JoCS online through suggestions to staff for improvements.
3. Make recommendation to the Board as to the technical direction and accessibility of the JoCS.

**Meetings**

The advisory group shall meet on an as-needed basis, but not less than quarterly, at such a time and place that will most effectively accomplish their task(s), including, but not limited to, face-to-face, teleconference, or video conference.

Attendance of twenty-five percent (25%) of members of the committee shall constitute a quorum. All questions brought before the advisory group for a vote must be affirmed by a simple majority of those present to be approved.

The advisory group shall have written meeting minutes and shall submit a written report to the Board of Directors (or Executive Committee, if requested) for their next meeting.

**Budget**

The advisory group shall operate in a fiscally responsible manner and within their budget as approved by the Board of Directors. Any requests for additional funding may be approved at the discretion of the Board of Directors.