

# Chair – IMarEST Books Committee

## Volunteer Role Descriptor

### 1. Introduction

The Institute of Marine Engineering, Science and Technology (IMarEST) produces a wide range of technical books from across the marine engineering, science and technology disciplines, offering trusted content compiled by expert authors.

IMarEST is renewing its books policy and aims to set up a new committee to develop the new books policy with the IMarEST Executive, the Publications Supervisory Board (PSB) and IMarEST Council. The books should contribute to the IMarEST's strategic aims to provide technical leadership in our field and to support growth through innovation and relevance. The books are published through our publishing partner Witherbys and offered on the IMarEST website.

As the chair of the Books Committee, you – in cooperation with the Books Committee and working with Witherbys and the IMarEST – will be responsible for ensuring the continued quality of the IMarEST books range, by leading the Books Committee that maintains and improves the scope, policy and review process of the IMarEST book range.

You will lead the Books Committee, which consists of committee members, a representative of Witherbys, and a representative of the IMarEST. Moreover, you will actively engage with the members of the Books Committee, reviewers and the IMarEST network to attract high quality book proposals and organise the review process with the IMarEST. You will also lead the review process with the members of the Books Committee and provide final decisions based on decision recommendations from the reviewers and Books Committee.

### 2. What you will be doing

#### Main duties:

- Lead the Books Committee to establish the strategy and development plan for the IMarEST book range, covering editorial direction, scope, focus and content and including annual objectives
- Be responsible for the accuracy and veracity of the scientific and academic content of books
- Find and attract members for the Books Committee and reviewers to determine policy and process to execute the review process of books
- Secure appropriate reviewers to review and evaluate book proposals
- Provide subsequent editorial decisions on whether to reject, provide recommendations to authors or progress publication
- Ensure that members of the committee, reviewers and authors adhere to the IMarEST aims for quality, scope and Code of Publishing Ethics by actively engaging with them
- Attract book proposals by engaging with your network and proposing book themes, editors and authors on contemporary subjects in the field
- Collaborate with the IMarEST, the Books Committee, and our publishers, Witherbys, to maintain the IMarEST books' reputation, academic success, and prosperity via regular meetings

- Act as an ambassador to promote the best interests of the IMarEST book range and its outreach, representing IMarEST at meetings and promoting fair and balanced media coverage
- Report on the books policy, process and performance to the PSB

### 3. About you

You will have:

- Strong leadership skills in your field with extensive experience in leading boards, committees and research teams.
- An extensive academic background in marine engineering, science or technology.
- Experience in research and application of this research that contributes to progress in marine engineering, science or technology.
- An active presence in the marine engineering, science or technology community, with a strong network.
- Confidence to lead experienced researchers, editors, and reviewers to provide a prompt and courteous service to authors.
- Strong organisational skills to ensure that submissions are handled in a timely manner.
- The ability to foster positive working relationships with colleagues, members of the Books Committee, reviewers, IMarEST and Witherbys.

### 4. How you will benefit

There are many benefits to becoming the chair of the Books Committee, including:

- building your professional network.
- promoting research and work you're passionate about.
- becoming a leading figure within the marine engineering, science and technology community.
- contributing to your continuing professional development.

### 5. Time Commitment

- 25 to 75 working hours per year, although this may vary dependant on the number of book proposals received
- It is anticipated that the chair will assess and assign approximately four book proposals per year and lead five Books Committee meetings per year together
- Target initial assessment period for each manuscript is twelve weeks, and target decision period after review is half a year
  - The chair of the Books Committee should endeavour to complete this assessment within this period wherever possible, taking into account availability of suitable reviewers
- Every two months the Books Committee will meet online to discuss the content of future issues, the progress of reviewing, and books policy

### 6. Period of appointment

The chair of the Books Committee is expected to serve a minimum of one three-year term, with the option to continue for subsequent terms.

### 7. How to apply & appointment method

Please complete the application form on the [IMarEST website](#) to apply. Please note this form will not be available once the role has been filled.

Is this role location specific?	No
Closing date	15 August 2025
Number of roles available	1

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