THE ELECTED OFFICES OF LAW REVIEW

As a member of Whittier Law Review, a student is eligible to hold an elected office on the Editorial Board. The graduating members of the Law Review elect the officers of the Editorial Board each year. Officers are assigned the title of “Editor,” and are responsible for the particular duties of that office. In addition, all Editorial Board members are entitled to earn one unit for serving as Editor, as well as the unit received for Law Review membership.

EDITOR-IN-CHIEF

The Editor-in-Chief holds the highest office available to a Law Review member. Concurrent with this honor is a responsibility that encompasses the entire Law Review organization. The Editor-in-Chief presides at all general and editorial board meetings, constructs the agenda for such meetings, oversees the work of the other editors, and is ultimately responsible for the completed work product prior to its delivery to the publisher. In addition, the Editor-in-Chief determines whether a candidate, member, or editor will receive a semester unit or units for participation on the Law Review. The Editor-in-Chief is the official representative of the Whittier Law Review at all school functions, as well as the head representative at Law Review conventions and conferences held throughout the nation.

EXECUTIVE EDITOR

The two Executive Editors are responsible for the final preparation of a manuscript for publication following the substantive and stylistic revisions made by the Articles Editors. This responsibility entails the scheduling, arranging, conducting, assigning, and supervision of cite-checking and proofreading sessions and work assignments, with the necessity of coordinating such work sessions and assignments with publishing deadlines. The Executive Editors are also responsible for copydressing and editing the manuscripts in preparation for publishing.

MANAGING EDITOR

The Managing Editor is the financial officer of the Law Review. Central to the function of this office is securing and maintaining subscriptions to the Law Review from libraries, practitioners, students, and alumni. The Managing Editor authorizes expenses and handles the bookkeeping matters of the organization, and ascertains and supervises the overall financial needs of the Law Review. Moreover, the Managing Editor also arranges contractual obligations with the publisher, other suppliers, for advertising, and orders supplies, as they are needed. At all Editorial Board meetings, the Managing Editor acts as scrivener, preparing minutes for posting in the Law Review office.

SOLICITATIONS EDITOR

The Solicitations Editor is the Law Review’s primary liaison to the outside world. The Solicitations Editor is responsible for obtaining lead articles, essays, and student articles for publication in Whittier Law Review. The Solicitations Editor corresponds
with authors regarding the acceptance or rejection of articles submitted for publication, and maintains a general solicitation database to ensure accurate mailings. Each semester, the Solicitations Editor is responsible for conducting a mass mailing to solicit the submission of articles to Whittier Law Review for publication. In conjunction with this, the Solicitations Editor is responsible for updating, maintaining, and creating additional contacts in areas of specialized interest to the Law Review. Finally, prior to commencement of editing work on any article to be published in Whittier Law Review, the Solicitations Editor must obtain a signed contract and release of copyright from the author.

**Lead Articles Editor**

The position of Lead Articles Editor (LAE) is the primary scholarly and academic office on the Editorial Board. Candidates for these four positions must possess excellent grammar, punctuation, spelling, and writing skills, as well as a high degree of proficiency with ALWD cite-checking methods. The LAEs oversee the publication process of lead articles selected for publication in Whittier Law Review. In that connection, LAEs act as a liaison between the Law Review and the author, coordinate efforts to locate esoteric sources, and provide the author with a copy of their article at the time of submission to the Executive Editors. Moreover, LAEs provide direct editorial supervision of candidates and members throughout the performance of cite-checking and proofreading assignments.

**Notes and Comments Editor**

The four Notes and Comments Editors (NCEs) essentially perform the same type of editing and supervision of student articles selected for publication, as do the LAEs with lead articles and essays. NCEs coordinate productions sessions between the student author and the cite-checking team, and assure that the student author has fulfilled his or her duties with respect to providing necessary source materials.

**Research Editor**

The two Research Editors have the responsibility for the orientation of new candidates. In connection with this duty, the Research Editors provide procedural and technical assistance to candidates. The Research Editors also assign senior editors, approve candidate topics, conduct ALWD and electronic research training sessions, and administer the ALWD examination. The Research Editors are also responsible for maintaining confidential records of all points earned during candidacy, and provide scores and critiques of candidate paper outlines and rough drafts.

**Symposia Editor**

Each year, the Law Review hosts the Annual Health Law and International Law Symposia. These symposia bring experts in the fields of health and international law to the campus to share their research and experiences with the rest of the legal community. The Symposia Editor is responsible for acting as a planner, solicitor, and promoter of all symposia-related activities, and acts as the liaison between the Law Review, faculty, committees, and speakers. The speeches given during the symposia are either transcribed
for publication, or are converted into articles and edited for inclusion in the Law Review’s Symposia Issue. Consequently, the Symposia Editor is responsible for coordinating transcription of speeches, as well as for procuring copies of presentation materials, pre-written speeches where the full proceedings will not be published, and either source materials, or source-finding information to assist the production editors in bringing the speeches to press. The Symposia Editor also coordinates the financial aspects of the two symposia with the Managing Editor.

ASSOCIATE EDITOR

As the need arises, one or more Associate Editors may be elected by the membership or the Board to act as an aide to the primary editors. In this position, an Associate Editor will act in a number of capacities that require a general knowledge of many aspects of Law Review business, including providing any necessary secretarial services, as well as updating and maintaining the Law Review web page.