

Terms of Reference

Publications Committee

1. Duties

- To keep under review Biochemical Society publishing products and services to ensure that they are relevant, serve the community and provide value for the Society and the molecular bioscience community
- To report to Portland Press Ltd Board on the contribution of publishing activities towards the Society's objectives
- To keep under review scientific policy and standards for the Biochemical Society portfolio of journals as a whole, in line with Biochemical Society policy, including advising on desirable policy changes
- Ensure that Biochemical Society-owned publications are run in line with scholarly publishing best practice in terms of ethics (i.e. in line with Committee on Publication Ethics guidelines)
- To respond to cases of dispute involving Biochemical Society-owned publications escalated from Editorial Committees/Boards via approved management and governance procedures
- To consider the scientific and community value aspects of any new Biochemical Society-owned products or services and ensure that the Society's interests are served in any new ventures or collaborative arrangements
- To approve the appointment of members of Editorial Boards according to agreed governance procedures

2. Membership

i. Number of Members

The Committee will have between a minimum of ten (10) members and a maximum of twelve (12) members.

ii. Composition

The Committee will be composed of members with the following specialisms:

- The Chair of the Committee
- The (8) Editors-in-Chief of the portfolio of Biochemical Society publications
- One (1) Early Career Representative
- One (1) Mid-Career Representative
- One (1) Librarian/Information Professional

Each position will carry a term of office of three (3) years, with the exception of the Editors-in-Chief (or equivalent) who will sit on the Committee for the length of their Editor-in-Chief term. Thereafter, the appointment may be extended for a period of up to three (3) years.

Meetings of the Committee will be attended by members of Biochemical Society staff as appropriate, including the Associate Director of Content and Engagement and Publisher.

iii. Chair

The Chair of the Publications Committee will ideally have previous editorial experience of Society journals or non-Biochemical Society journals; and sufficient knowledge of the Biochemical Society and learned society sector. The Chair will become a member of the Biochemical Society upon joining the Committee.

iv. Appointment of members

Members of this Committee will be appointed from the Biochemical Society Membership and from external parties.

v. Conduct

Members are required to adhere to the governance code of conduct.

3. Meetings

i. Frequency of meetings

The Publications Committee will meet a minimum of two (2) times per year via video conference. The Chair may convene additional meetings as they deem necessary.

Members who are absent from two meetings in a row may be asked by the Chair to reconsider their availability to serve on the Committee. Members who are absent from three meetings in a row may be asked by the Chair to resign their position.

ii. Quorum

A quorum shall be five (5) members.

iii. Agenda and papers

An agenda, along with documentation/information/reports supporting the items under discussion will be circulated to members of the Committee, by email, a minimum of seven (7) calendar days before a meeting. Papers will include summaries of most recent Editorial Board meetings where applicable.

In the absence of return communication outlining errors in the delivery of email, the agenda and papers will be considered received by all parties unless otherwise notified.

It is essential that all papers are read and considered in advance of the meeting.

iv. Minutes

Formal minutes recording the proceedings of these meetings will be taken and distributed to the Chair for review as soon as is practicable after the meeting.

Final minutes will be circulated to all Committee members, and others in attendance, following approval from the Chair.

v. Decision Making

Where possible a general consensus identified by the Chair of the Committee will be sufficient to consider a matter passed, rejected or deferred.

Where consensus is not possible, all decisions will be made by a vote, with each Committee member holding one (1) vote. Where an equity of votes occurs, the Chair may cast an additional vote to finalize the decision or may defer the decision for later

action.

4. Reporting

i. Portland Press Ltd Board

The Publications Committee will report to the Board of Directors of Portland Press Ltd on all matters related to the remit of this Committee.

ii. Annual General Meeting

The Chair of this Committee is to attend the Annual General Meeting held in June/July of each year to represent this Committee. If this is not possible, a further member of the Committee may be nominated to stand in their stead.

5. Ownership of Terms of Reference

These Terms of Reference are owned by the Council of Trustees and Publications Committee. Any changes must be authorised by the Trustees and, where possible, undertaken in consultation with Portland Press Ltd.

Reviewed by Publications Committee: 9 November 2022

Approved by Nominations Panel on behalf of Council of Trustees: 2 February 2023