

Publishing Committee Terms of Reference

Purpose: Reporting to Council, the Publishing Committee is responsible for overseeing the publishing division's contribution to the Microbiology Society's strategy:

- We will enable our members to strengthen their existing relationships and gain access to new communities, unlocking the potential for knowledge exchange.
- We will advance understanding of microbiology and champion the contribution made by microbiology, our members and their work in addressing global challenges.
- We will reinforce the Society's long-term sustainability and resilience by diversifying income streams, increasing efficiency and ensuring robust governance.

The Publishing Committee will provide advice and expertise on the publishing division's contribution to the strategy and will be responsible for overseeing the delivery of activities. The Committee will work with staff to ensure that the activities delivered are in line with the agreed strategy and budget.

The Society is committed to ensuring that its activities reflect the make-up of the membership as a whole. As an organisation that operates in the UK and Ireland, it seeks wherever possible to ensure that its Committees include individuals from both territories. The Society also encourages the expectation of at least 33% female participation and ideally 50% female participation across all Society activities. All Society meetings should be conducted in a manner that is supportive of the Equality and Diversity (E&D) policy statement to ensure that the entire talent pool be considered in all discussions regarding Society activities.

1. Duties

The Publishing Committee will advise on, oversee and/or ensure the implementation of the following objectives:

1. The development and execution of the publishing plan as approved by Council.
2. The success of existing publications.
3. The development of appropriate new publishing products and services.
4. Collaboration with other Society committees and other organisations on areas of common interest.

2. Meeting schedule

The Committee will meet twice a year in person, at the Society's Annual Conference in spring (March/April) and again in October/November. Two additional conference calls will be held in February and August. These four meetings are timed to be about one month ahead of Council meetings. In addition, it will transact its business between meetings by email, teleconference and other communications to ensure sufficient reporting mechanisms to Council.

3. Membership

The membership requires a balanced portfolio of skills and knowledge to be able to fully support and engage with the remit of the Committee. The Committee is comprised of:

- A Chair; ex officio a member of Council.
- A Chair-Elect; nominated by the Committee and approved by Council at least a year before the end of the current Chair's term (the Chair-Elect does not have to be a current member of the Committee).
- The Editors-in-Chief of Microbiology Society journals, who serve on the Committee for the duration of their term(s) as Editor-in-Chief.
- A Council representative; this may reshuffle among the Elected Members of Council each year.
- A representative from the Early Career Microbiologists' Forum Executive, who serves for two years.
- Up to four Elected Members; nominations and elections may be sought from the membership annually.
- Up to four co-opted members who do not have to be Members of the Society but who should be chosen to include an appropriate range of skills and expertise not found among the membership; an important role of co-opted members is to provide constructive challenge.

One member of the Committee will act as the Equality and Diversity Champion for professional development at the Society.

Ad hoc members can be requested to attend certain meetings to address specific knowledge requirements or assist in certain projects.

Where a journal has multiple Editors-in-Chief, both are entitled to attend Committee meetings. In the case of a vote, only one vote may be cast per journal. On occasions where a journal cannot be represented by an Editor-in-Chief in person, they are permitted to send a representative.

Excluding Editors-in-Chief and the Early Career Microbiologists' Forum Executive representative, the term of office for all positions is three years. If a current member of the Committee is nominated as Chair-Elect, their term will extend accordingly.

The Committee is supported by the Director of Publishing (t.mellins-cohen@microbiologysociety.org). Other members of staff attend meetings as appropriate.