Chair of the Publishing Committee

# Chairs of Committees

The composition of Council includes the Chairs of the six Committees of the Council. These are; Communications Committee, Policy Committee, Professional Development Committee, the Scientific Conferences Committee, the Early Career Microbiologists’ Forum Executive Committee and the Publishing Committee.

The Chairs of Committees will maintain close and regular contact with the staff at the relevant department of the Society and report to Council at quarterly Council meetings to keep them abreast of activities of the Committee as, and when, appropriate.

# Generic duties

1. The Chair will be responsible for the leadership of the Committee; ensuring that the necessary business of the Committee is carried out effectively in pursuit of the Society’s mission and strategic aims.
2. The Chair will ensure that the Committee acts in accordance with its own Terms of Reference, the Society’s Articles of Association, Equality, Diversity and Inclusion statement and all internal policies.
3. The Chair will ensure that all members understand the business to be transacted, will encourage contribution and input from all utilising the relevant skills and expertise of members as appropriate, and guide them towards clear decision making and action.
4. The Chair will listen attentively and summarise effectively the views of the group, acting as a democratic mediator if required, building consensus and ensuring collective responsibility.

# Specific Duties

1. To drive the development and execution of the publishing plan to deliver the Society strategy.
2. With the Director of Publishing, maintain oversight of the skills and knowledge within the committee and identify skill requirements to further the business of publishing.
3. To assist, as necessary, with the recruitment of personnel to senior level staff positions in the publishing department.
4. To acquire a good working knowledge of the operation of the editorial board of each of the Society's journals.

# Person specification

*Essential attributes*

* Experience and knowledge of the relevant Committee remit
* Understanding of the publishing industry from both an academic and business perspective
* Experience of serving on an Editorial board, or as an Editor-in-Chief or handling Editor for a peer-reviewed publication
* Familiarity with publishing technology and processes
* Interest in publishing-related issues, such as open access and open data
* Experience with Society governance bodies
* A clear and confident speaker
* Adaptable and diplomatic
* Active listener with ability to summarise discussions concisely
* Impartial yet decisive
* Good time management

*Desirable attributes:*

* Experience of Chairing a professional body
* Contacts or ability to network within relevant Committee remit communities

# Additional Comments

Publishing Committee differs from the other committees of Council in that it is responsible for the prudent management of the Society's chief source of income. It is essential that the Chair is always mindful of this fact when steering the activities of the committee.