

London Mathematical Society Publications Committee Terms of Reference

1. Constitution and Purpose

1.1 This is a Committee of Council.

1.2 This Committee shall have the authority to deliver the Society's scholarly publishing activities following the strategic plan agreed by Council, and to provide advice and expertise to Council on all matters relevant to such Publications.

1.3 This Committee shall have the authority to monitor the scholarly publications landscape, and to represent and propose developments in the Society's policies in this area.

2. Roles and responsibilities

2.1 The Publications Committee will have the following roles and responsibilities.

Advice to Council

2.2 The Committee shall:

- i) provide advice to Council on scholarly publications, liaise with it, and act in accordance with its strategic plan, ensuring that it is informed of all relevant matters;
- ii) review and develop the Society's policies and activities concerning academic publications; and
- iii) agree and recommend to Council new contracts and substantial variations.

Activities

2.3 The Committee shall perform, oversee and review all activities concerning publications. These activities include, but are not limited to:

- i) appointing editors;
- ii) managing the editorial process; and
- iii) monitoring and developing individual publications and the portfolio as a whole in the context of the wider publishing environment.

Budgets and reporting

2.4 The Committee is responsible for:

- i) keeping within any budget delegated to it by Council and spending it effectively;
- ii) advising Council on budget forecasting and expenditure; and
- iii) providing regular reports to Council.

3. Membership

3.1 The Committee shall consist of 14 members:

Ex-officio

- i) The Chair shall be the Publications Secretary. In the absence of the Chair the remaining Committee members may appoint an Acting Chair for that meeting from among their members.
- ii) One Vice-President of the Society, the Treasurer and one further member of Council will be members of the Committee.
- iii) Three Committee members will represent the current main Editors of LMS journals.
- iv) One Committee member will represent the current Editors of LMS book series.

Additional roles

- v) Two persons with expertise in scholarly publications will be appointed to the Committee. They will not necessarily be members of the Society.
- vi) The remaining three Committee members will normally be members of the Society with experience in academic publishing and an active interest in the development of the Society's publications.

3.2 Other than ex-officio members each member of the Committee shall serve a term of office of three years with the possibility of a second term of three years, but for no longer than six years in total.

3.3 All Committee members shall be appointed by Council.

3.4 The Committee will have the right to invite non-members to attend for specific discussions. Such guests will not have voting rights.

4. Frequency and format of meetings

- 4.1 The Committee shall meet as required in execution of its duties under section 2 above, normally meeting twice a year, including one hybrid meeting. The Chair may call urgent online meetings on specific issues if required.
- 4.2 Participation in meetings via video-conferencing or telephone-conferencing is acceptable.
- 4.3 Each Committee Member shall be expected to take an active role in electronic discussions.

5. Attendance

- 5.1 If a member is absent without reasonable cause for three or more consecutive meetings the member will be considered to have resigned from the Committee.
- 5.2 The LMS publications staff and Executive Secretary shall normally attend Committee meetings.
- 5.3 The secretariat support for the Committee shall normally be provided by a member of the LMS publications staff.