



# Publications Committee

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## Terms of reference

The Committee is an advisory group that is responsible for monitoring all of the publishing activities of the Society and for making recommendations to the Council to ensure that the Society's publishing activities meet its objectives and that they are as cost-effective as possible.

Its particular activities will include:

1. To evaluate proposals for new publications including proposals for marketing and to make appropriate recommendations to Council.
2. To establish appropriate production dates for new publications and to monitor progress to ensure that, insofar as it is practicable, deadlines are achieved or, where it becomes clear that they cannot be met, to recommend appropriate alternative action.
3. To review the Society's periodicals (currently Journal of Bryology and Field Bryology) regularly to ensure that they continue to meet the Society's objectives, that they remain attractive and informative and that they are held in high regard within the bryological 'community'.
4. To maintain and review the Society's website to ensure that it effectively publicises the Society's activities and bryology in general, and to continually explore new ways in which online media could be used to facilitate the study of bryophytes and their appreciation by the general public.

## Membership

The membership of the Committee shall comprise The Editor of Field Bryology (the current title of the Bulletin), The Journal Editor, The Web Site Editor, The Treasurer and three other 'appointed' members who shall be appointed by Council and who, ideally, will have experience of publishing matters.

Each of the appointed members (who need not be members of Council) shall be appointed by Council for a period of three years. Members who are subject to re-appointment may serve for consecutive terms without any restriction on their total length of service but, at the time that appointments are made, the Council must consider all suitable candidates.

The Committee shall have powers to co-opt additional members to facilitate liaison with the other organisations or where particular expertise is desirable.

The status of co-opted members shall be reviewed at least every two years but, if the reasons for their initial co-option still obtain they may be reappointed.

Rules for the frequency and conduct of meetings

The Committee shall elect a Chair and Secretary from among its members who will organise meetings, take minutes and keep records. Normally the Committee will meet once in advance of each Council meeting. It will report the progress of projects regularly to Council.