

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 provide advice to Council on scholarly publications by:
 - i) proposing developments to the Society's policies relating to publishing,
 - ii) proposing strategic changes to the Publications portfolio, including the launch or closure of publications and formation or dissolution of partnerships,
 - iii) making recommendations on the level of resource necessary to support the Publications operation, including staffing,
 - iv) providing guidance on legal matters arising from the LMS portfolio of publications,
 - v) agreeing and recommending to Council new contracts relating to the publications portfolio, following appropriate scrutiny,
 - vi) agreeing and recommending to Council substantive contract amendments with major financial or reputational implications for the Society. All other amendments will be approved by Publications Committee,
 - vii) monitoring the scholarly publications landscape and identifying changes which may impact the delivery of publications activities or income to the Society.

Activities

- 2.3 The Committee shall undertake relevant activities for publications by:

- i) ensuring that the Publications portfolio achieves the aims set out in the strategic plan agreed by Council,
- ii) monitoring the performance and developing where appropriate individual publications and the portfolio as a whole in collaboration with the relevant stakeholders (publishing partners, Editors and owners of co-published titles),
- iii) managing relationships with partner publishers and other organisations regarding the Publications portfolio,
- iv) appointing Editors and Editorial Board Members for LMS Publications and informing Council,
- v) ensuring the success of existing publications and the development of appropriate new publishing services and products to meet the needs of authors and readers,
- vi) developing and reviewing Publications procedures,
- vii) providing oversight for and development of robust online editorial systems for peer review and production using third-party partners where appropriate,
- viii) ensuring changes in the external environment are effectively monitored and any changes which could impact on the publications strategy or activities are identified and acted upon.

Budgets and Strategic Planning

2.4 The Committee is responsible for:

- i. budgeting for all publications activities, subject to final approval by Council,
- ii. forecasting income to the Society from publishing partners,
- iii. ensuring expenditure is in line with budget and that costs incurred by the LMS and its partners are adequately managed,
- iv. agreeing and recommending to Council high-level aims and objectives for the publications portfolio,
- v. setting subscription prices (including for LMS members), article processing charges and other relevant fees for LMS publications, in line with the Society's publications aims,
- vi. identifying risks associated with the publications portfolio, in particular those relating to financial or legal aspects,
- vii. monitoring the performance of the LMS publications portfolio against the strategic plan set by Publications Committee and approved by Council,
- viii. agreeing and implementing strategic plans to develop the Society's scholarly publications portfolio, subject to approval by Council,

- ix. approving and implementing strategic plans to develop individual publications in collaboration with the relevant stakeholders (publishing partners, Editors and partners in co-published titles).

Other

2.5 The Committee shall undertake the following other roles and responsibilities:

- i) review its business as necessary; and
- ii) provide regular reports to Council.

3. Membership

3.1 The Committee shall consist of 13 members.

3.2 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.

3.3 One Vice-President of the Society, the Treasurer and two further members of Council will be members of the Committee.

3.4 Two Committee members will represent the current main Editors of LMS journals.

3.5 Two persons with expertise in scholarly publications will be appointed. They will not necessarily be members of the Society.

3.6 The remaining four Committee members will normally be members of the Society with an active interest in academic publishing (as either an author or Editor).

3.7 Other than ex-officio members each member of the Committee shall serve a term of office of 3 years with the possibility of a second term of 3 years, but for no longer than 6 years in total.

3.8 All Committee members shall be appointed by Council.

3.9 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, usually in De Morgan House. The Chair may call urgent meetings on specific issues if required.

4.2 Participation in meetings via video-conferencing or telephone-conferencing is acceptable on occasion.

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 following LMS executive staff shall normally attend Committee meetings:
Executive Secretary, Editorial Manager, Publications Development Manager.
- 5.3 The secretariat support for the Committee shall normally be provided by the Publications Assistant.

Agreed by Council
2 February 2018