

**London Mathematical Society  
Newsletter Editorial Board  
Terms of Reference**

**1. Constitution and Purpose**

1.1 This is a Committee of Council.

1.2 The Board shall have the authority to produce the Society *Newsletter*.

**2. Roles and responsibilities**

2.1 In respect of the *Newsletter*, the Board shall:

- i) ensure that the needs of the Society as a membership organization are met;
- ii) set and maintain the highest possible standard;
- iii) take account of the Society's web site and other communications when considering any potential news items;
- iv) ensure that the content is current and of interest to the readership;
- v) ensure that relevant legal obligations and ethical standards adhered to; and
- vi) ensure that relevant Council policies are implemented.

2.2 The Board shall also oversee the production of the *Newsletter* by:

- i) reviewing and monitoring its distribution timescales, according to the agreed schedule in place at any given time; and
- ii) reviewing the advertising policy (including the rates) annually and ensuring that advertisements adhere to the agreed policy.

2.3 The Board is also responsible for:

- i) monitoring the expenditure of any budgets delegated to it by Council;
- ii) advising Council on budget expenditure and forecasting;
- iii) advising Council on the future evolution of the *Newsletter*; and
- iv) reporting annually to Council.

**3. Membership**

3.1 The Board shall consist of between 10 and 20 members.

3.2 The General Secretary shall be a member of the Board.

3.3 The Chair and all other Board members shall be appointed by Council.

3.4 Board members will normally be members of the Society and (except for the

General Secretary) shall each serve a term of office of no longer than 6 years in total (being 2 terms of 3 years).

**4. Frequency and format of meetings**

- 4.1 The Board shall meet as required in execution of its duties under section 2 above, although not normally more than 2 times per year, usually in De Morgan House. The Chair may call urgent meetings on specific issues if required.
- 4.2 Each Board 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 Board.
- 5.2 The following LMS staff shall normally attend Board meetings: Society and Research Officer.
- 5.3 The secretarial support for the Board shall normally be provided by the Society and Research Officer.

Agreed by Council  
18 October 2019