

Publications Committee – Updated January 2009, June 2009, June 2011, June 2012, January 2013, July 2014, December 2014, December 2015, March 2016, January 2017, June 2017, May 2019

One meeting per year

Composition

Chair: The Chair is normally the General Secretary of the Society for Endocrinology

Ex-officio members: Chief Executive of the Society for Endocrinology

Editors-in-Chief and Deputy Editors. where appropriate, of all Society journals and its magazine, including:

- *Journal of Endocrinology*
- *Journal of Molecular Endocrinology*
- *Endocrine-Related Cancer*
- *Clinical Endocrinology*
- *The Endocrinologist*
- *Endocrine Connections*
- *Endocrinology, Diabetes & Metabolism Case Reports*

Editors may delegate to Associate/Deputy Editors if they are unable to attend a meeting personally

Co-opted Members: Up to 3 Awardees from the Leadership and Development Awards programme
The Chair may co-opt additional members for a limited period and for specific projects only, subject to Council approval

Quorum: The Chair and 3 ex officio members

Duration of service

Chair: Co-terminal with period as General Secretary.

Ex officio members: Co-terminal with term of office

Co-opted members: Duration of project (see above)

Reporting

The Publications Committee reports to the Council of the Society for Endocrinology through the Chair of the Committee

Remit

- 1 To oversee all publications and feedback to Council
- 2 To advise Council on publishing policy as required
- 3 To assist with the appointment of Editors in Chief
- 4 To provide a mechanism for the Journal Awards process, ratifying winners identified by editorial boards
- 5 To provide input to relevant publishing focussed education sessions at SfE BES

Secretariat

Society Development Manager

Chief Executive may attend meetings

Additional notes:

- Committee members should make every effort to attend all meetings. Attendance records will be kept and reviewed annually. Any committee member who does not attend any meetings in a year will be asked to step down, other than in exceptional circumstances
- Each new committee member will be issued with a job description and remit of the committee, together with the last three sets of meeting minutes
- All committee members need to be paid up members of the Society
- All papers and minutes must be treated in strictest confidence
- All committee members must act in the best interest of the Society. Any potential conflicts of interest should be declared at the start of the meeting or as they arise, and the member concerned should take no part in the discussion. Specifically, members should declare if they have editorial involvement with any competing publications.
- Expenses cannot be claimed if a committee meeting is held during or on the same day as an SfE event
- Ex officio members on this committee have full voting rights
- Committee membership should represent key areas of interest and geographical spread; the nomination form should encourage members in under-represented areas to apply