

# ROYAL SOCIETY OF CHEMISTRY

## Publishing Board (PUB)

### TERMS OF REFERENCE

#### **1.0 Advisory Role**

- 1.1 To advise Council on the contribution publishing activities and the provision of information services can make to the fulfilment of the Charter Object.
- 1.2 To advise Council on prospects for RSC's publishing business, including financial returns.

#### **2.0 Executive Responsibilities**

- 2.1 To develop, alongside PEG members and for approval by Council, business plans for publishing.
- 2.2 To govern the RSC's publishing business to meet agreed financial targets and any other requirements Council may set.
- 2.3 To oversee such other activities or products as may be determined from time to time by Council.
- 2.4 To ensure the effective delivery of agreed services to other parts of the RSC.
- 2.5 To ensure that Publishing is staffed adequately to meet its objectives, that management structures and procedures meet the required standards of corporate governance, and that ethical standards are applied.
- 2.6 To keep under review RSC publishing products and services to ensure that they are relevant, serve the community, and represent value for money.
- 2.7 To enter into joint ventures or other collaborative arrangements with other publishers and organisations, having regard to the RSC's overall interests and with appropriate consultation with Council.
- 2.8 To approve the appointment of consultants to PUB or its sub-committees.

#### **3.0 Membership of Publishing Board**

## **Appointed by Council**

Chairman

8 - 12 Members, appointed according to their knowledge of publishing and their fit with the job description, one of whom would be Vice-Chair of PUB.

## **Staff**

Non-voting

The Chief Executive

The Managing Director of Publishing

The Finance Director

The Editorial Director

The Operations Director

The Sales Director

The Marketing Director

## **Secretary**

Non-voting

Appointed by the Managing Director of Publishing

## **Frequency of meetings**

PUB will meet twice a year

The President, the Past President/President Elect and the Honorary Treasurer may attend as observers

## **Copyright**

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## **Conflict of Interest**

Members should advise the Secretary of any significant conflict of interest.

September 2010