

Chair of Publications Committee Job Specification



Date	2021
Duration of position	A maximum of 4 years

Overall purpose Trustee and Chair of Publications Committee

The purpose of the Chair is to lead the work of the Publications Committee. The Chair sits on the Board as a full Trustee of The Physiological Society ('The Society') and a Director of The Society. The Chair is responsible for developing the direction of the Committee in line with the committee Terms of Reference, The Society's policies and strategic direction agreed by the Board, and The Society's charitable objects. The Chair of Publications Committee is appointed at the Members' Forum. The position runs for a period of four years. The Committee usually meets once a year in person, although there is provision for one or more online meetings in addition if required, and the Board meets four times per year.

Working with the relevant staff member from the Senior Management Team, the Publications Committee is responsible for ensuring the successful delivery of the Publications strand of The Society's strategy, with its goal of *'Making our journals flagships for physiology, where any researcher is proud to publish'*.

Committee chairs are responsible for facilitating committee meetings and reporting the committee's findings to the Board. A willingness and ability to devote the necessary time commitment, both to Committee and the Board's business, and to respond to tight deadlines where necessary is a key requirement of this role.

Chair of Publications Committee - Specific duties and responsibilities

- lead the Committee; ensuring that the necessary business of the Committee is carried out effectively in pursuit of The Society's Vision, Mission (Purpose) and strategic aims;
- work with the Director of Scientific Programmes to ensure each committee meeting is planned effectively and conducted in accordance with its own Terms of Reference that set out the remit of the committee and that matters are dealt with in an orderly and efficient manner;
- ensure that all members are clear on the business to be transacted, making the most of all members of the committee and utilising their relevant skills and expertise as appropriate;
- guide towards clear decision making and action;
- build strong relationships within the Committee, actively listen and engage effectively;
- demonstrate tact and diplomacy building consensus and ensuring collective responsibility;
- support the publications team, in particular the Director of Scientific Programmes and Publisher, in acting as a sounding board on publishing initiatives and providing insight into the needs of academics as authors and readers;
- work with the Director of Scientific programmes and Publisher to report and update the Board on activities and progress against agreed objectives;
- work with the Director of Scientific programmes and Publisher to ensure the Journals publishing strategy, as presented by the Editors in Chief to the Committee and/or the Board, is aligned with The Society's strategy;
- develop a strong working relationship with The Journals' respective Editor in Chiefs
- consider and approve recommendations from the Director of Scientific Programmes on developments or issues within publishing practice;
- act as an *ex-officio* member of the Joint Management Board for *Physiology Reports*;
- review minutes prepared by staff before circulation.

Trustee role

Trustees of The Physiological Society oversee the strategic management and governance of the organisation. The administration and management are delegated to the Chief Executive who provides leadership to the charity and acts within the strategic policy and delegated authority framework laid down by the Board of Trustees.

However, Trustees are collectively responsible for:

- setting and overseeing the strategic direction of The Society in furtherance of its Charitable objects, Vision and Mission (Purpose);
- ensuring the outputs of The Society are pertinent to the pursuit of its charitable purposes and for the public benefit;
- establishing and conducting good Governance to ensure compliance with the Articles of Association, Regulations, Charity and Company Law;
- managing The Society's resources responsibly and ensure the financial stability and sustainability of The Society;
- ensure due diligence and prudence in decision making to guarantee actions are taken in the best interest of the charity;
- adherence to the Trustee Code of Conduct;
- acting as an ambassador for The Society and as a figurehead for Publications events and activities.

In addition to compliance with statutory duties, every Trustee should use their specific skills, knowledge, or experience to help the Board of Trustees reach sound decisions.

Skills, knowledge and experience

- excellent overview of key areas of and developments in physiology;
- provide inspirational leadership to drive forward the Publishing implementation plans and associated activities;
- understand of the diverse physiological interests of the membership and provide strategic input into the development of programmes and activities;
- excellent facilitation skills;
- strong organisational skills and proficiency at chairing meetings including excellent time management and the ability to encourage equal contribution;
- strong interpersonal and communication skills including being an active listener with the ability to summarise discussions concisely.

Personal qualities

- very high level of credibility within the community;
- an ability to act with impartiality, tact and diplomacy while being decisive;
- ability to give considered, objective opinions and a willingness to constructively challenge where necessary;
- ability to think creatively and strategically;
- willingness to act in the best interest of The Society and ability to separate their role as the Chair of Publications Committee, and duties as a Trustee where necessary;
- ability to work effectively as a member of a team and foster a collaborative environment.