



PUBLICATIONS COMMITTEE - Terms of Reference

This document defines the purpose, responsibilities and scope of activities of the Publications Committee and identifies an Executive Management and Governance structure.

Purpose

The Publications Committee oversees the Editorial office of the OARSI journals and the relationship with the publisher as well as relationships with the Society.

Specific Objectives:

- 1) Evaluate journal publisher when contract ends and negotiates renewal or search for new publisher as appropriate
- 2) Negotiate contracts with the publishers and Editors in chief for the journal(s)
- 3) Respond to requests from the Publisher re: requests for changes, policies and other issues that arise
- 4) Provide advice to editors when requested
- 5) Discusses issues as related to the journal and provide ideas on how to address them
- 6) Establish new journal(s) as required

Membership

The Committee will be constituted of a maximum of 9 current OARSI members, and will include *at least one Young Investigator, and one member of the OARSI Board.*

The Chair will be appointed by the President of OARSI and will serve a 3-year term.

New members will be selected from those who volunteer to serve on the committee once a year and will be appointed by the Chair for a 3-year period.

Roles and responsibilities of members

Each committee member will:

- 1) actively participate in discussion of matters raised at meetings
- 2) actively participate in the evaluation of journal finances and contracts
- 3) agree to hold confidential or share information discussed at the committee as advised by the Chair

Frequency of Meetings

The Committee will meet annually at the OARSI annual meeting and on teleconferences / virtual meetings through the year on an as needed basis.

Quorum

The Quorum will be half the members plus one.

Record keeping

An Agenda will be prepared for each meeting to seek discussion or identify decisions to be made.

Minutes will be taken and used to provide information, document required actions, and to ensure transparency of information.

Conflicts of interest (COI)

These will be recorded at each meeting and will make reference to COIs that related to items on the agenda.

Committee voting

This committee will make decisions through discussion and by reaching consensus. If consensus cannot be reached, the Chair will request a vote, to be decided by a simple majority (51%) of those present. In the event

of a tied vote, the Chair will have the deciding vote.

Notice of meetings

The Agenda and related information will be circulated at least 4 days prior to the meeting.

Reports

The Committee reports to the OARSI Board and should file minutes from each meeting with the Society. A formal report should be prepared and submitted prior to each Board Meeting. Please use the standard template provided on the following page for Committee Minutes and Board Reporting.



Committee Meeting

DATE, 2020

Time GMT

Location (Room, Hotel, City)/ Platform (TelCon #, Zoom Link)

Attendees: Jane Doe, Chair, John Doe, Jim Doe, Janet Doe

Minutes

Topic	Discussion	Action Items
I. Call To Order / Roll Call / Welcome	Jane Doe, called the meeting to order, and all committee members introduced themselves.	none
II. Review Minutes from Past Meetings	Minutes from the last meeting on May 10, 2020 were approved.	none
III. Discussion Item 1	Everyone agreed this was a great proposal.	Recommend proceeding to the Board.
IV. Discussion Item 2	This needed some clarification about these specific questions:...	Follow up with requestor/submitter
V. Recommended Actions / Board Recommendations	The committee reviewed these things and approved them.	Recommend proceeding to the Board.