

UKSG *Insights* Editorial Board Terms of Reference: April 2022

Aims and Objectives

- To support the aims and objectives of UKSG
- To offer support, guidance and advice to the owners/editors of *Insights*, UKSG eNews and lis-e-resources
- To work closely and effectively with the Publications Associate, the Co-editors of *Insights*, the UKSG Main Committee, the various Subcommittees and the UKSG Executive Director
- To oversee the dissemination of industry updates and peer-reviewed articles relating to all aspects of scholarly communication in the UKSG journal *Insights*
- To carry out the above aims with due regard to cross-sectoral objectivity, and to the charitable status of UKSG.

Specific Responsibilities

- Attend meetings of the *Insights* Editorial Board three times a year, to discuss the publication strategy
- Commission articles where appropriate
- Review articles as directed by the co-editors (usually not more than four each year)
- Oversight of the online hosting of publications and undertaking periodic reviews of hosting arrangements.

Ensure that the *Insights* Editorial Board is balanced and brings the needed expertise. (The Chair may co-opt additional members from UKSG membership). The Chair will make final decisions on membership, taking advice from the main UKSG Committee when required, with due regard to the balance of sectors represented.

Meetings

- The Editorial Board will meet three times a year
- Due to the international composition of the Editorial Board, the July/August meeting will be held online
- Interim meetings may be held online, specifically for members tasked with taking forward specific projects
- Editorial Board members are responsible for fulfilling and reporting on action points between meetings.

Term

- Editorial Board members serve two-year terms; renewal of membership at the end of each term will depend on contributions made and actions fulfilled during the preceding term
- There is no limit on the number of consecutive terms that can be served, if Editorial Board members contribute actively during meetings and/or undertake and fulfil regular actions.

Communications and Reporting

- Members will communicate via the UKSG-Publications JISCMail e-mail list
- The Chair of the Editorial Board reports to the main UKSG Committee at four meetings per year.