

1. Publications Committee of the British Society of Soil Science – Terms of Reference

1.1 The British Society of Soil Science (BSSS) is a membership organisation whose mission is 'to advance the study of soil and to promote a better understanding of soil, nationally and internationally'. BSSS is a company limited by guarantee under The Companies Act 2006. It is also a Registered Charity (No. 1134456) under the Charity Act 2006. The Governing Documents for the Society are the Memorandum of Association and Articles of Association (the Articles) incorporated on 21 December 2009 and Bye-Laws adopted by the Trustee Board on 1st November 2017.

1.2 Under 13.3 of the Bye-Laws, the Trustees shall establish a committee of the Trustee Board called the Publications Committee to manage the business associated with the delivery of its academic journals.

1.3 The Publications Committee supports BSSS to deliver its aims as set out in the documents listed at 1.1.

1.4 Details of membership and a Code of Conduct for Members of the Society are set out in the Society's Governing Documents above.

2. Functions of the Publications Committee

2.1 The function of the Publications Committee is to:

- a) oversee the aims and scope of the Society's journals
- b) ensure the continued development of the Society's journal publications
- c) raise the profile of the Society's journal publications
- d) liaise with the Journal publishers to ensure continued delivery of high-quality publications
- e) ensure the future security of the Journals.

3. Publications Committee Members

3.1 The Publications Committee shall comprise of membership of the President, President Elect, Past President, Journal Editors and the Executive Director.

3.2 A representative of the journal publisher shall be invited to attend each meeting to provide an update.

3.3 Members may also be invited to join on an ad-hoc basis by the Chair of the Committee to contribute on a certain topic.

3.4 The committee will choose one existing member to act as Equity, Diversity and Inclusion (EDI) champion and consider this alongside the committee's activities.

4. Method of Working

- 4.1 A minimum of 50% of committee members is required to make the meeting quorate.
- 4.2 The Chair of the Publications Committee shall not hold the office of Chair for more than two years in succession.
- 4.3 The Publications Committee Chair will normally be the Past President of the Society and will hold their post as Chair for two years.
- 4.4. Other committee members will remain on the committee for as long as they hold the roles required of committee members. If the committee member resigns from their post, they will step down from the committee when their resignation takes effect.
- 4.5 Committee members may take parental leave of up to one year on the birth or adoption of their child. Committee members will be able to rejoin the committee with the same committee membership tenure as the day they left.
- 4.6 Committee members may take leave of up to one year for caring responsibilities. Committee members will be able to rejoin the committee with the same membership tenure as the day they left for leave.
- 4.7 The committee must be quorate to make decisions.
- 4.8 The Publications Committee Chair will be a member of the BSSS Council.
- 4.9 The Publications Committee will meet at least twice annually.
- 4.10 The Publications Committee shall report to the Council and Trustee Board at least once in every financial year of the Society.

5. Committee Operations

- 5.1 Committee members will be expected to declare a conflict of interest if they have formal/ professional links with any supplier of services to the Publications Committee and withdraw from any decisions made.
- 5.2 As required, the Chair will recommend to Council changes of operating methods or funding patterns in light of external or internal factors.

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