

Dorset Natural History and Archaeological Society

Editorial and Publications Working Group

Terms of Reference

January 2015

The Editorial and Publications Working Group shall have responsibility for the publication of the Society's Monographs and annual Proceedings, including sending papers to appropriate referees, budgeting and fundraising. The Honorary Editor reports to the Editorial and Publications Working Group.

The responsibilities of the Editorial and Publications Working Group include:

- Appointment of Honorary Editor
- Oversight of the annual publication of the Society's Proceedings (including budgetary control within the parameters set by the Board of Trustees)
- Oversight of the publication and financing of monographs (including budgetary control within the parameters set by the Board of Trustees)

Communication of Activities

- The activities of the Editorial and Publications Working Group shall be verbally reported upon at meetings of the Board of Trustees and recorded in the minutes of those meetings.

Composition

- The Editorial and Publications Working Group shall comprise two Trustees elected by the Board with the Executive Director and Honorary Editor attending ex-officio. Co-options of relevant subject specialist sub-Editors can be made as required.
- There shall be a quorum including at least one elected Trustee (noting that the Director is not an elected Trustee), the honorary Editor and three other members for the valid discharge of business

Arrangement of Meetings

- The Editorial and Publications Working Group shall meet three times a year (usually in January, June and September) with additional meetings as required.

Memberships in effect of October 2014:

Jon Murden
Jill Minchin
Clare Randall

v.2. January 2015 revision