



Terms of Reference Vox Sanguinis Standing Committee

Name:

Vox Sanguinis Standing Committee

Purpose:

Management of the operational activities of Vox Sanguinis and the ISBT Science Series, the Society journals. The Standing Committee functions as a link between the ISBT Board and the Vox Sanguinis Editorial Board.

Scope:

The Standing Committee is responsible for:

- the selection of the publisher and the necessary contracts;
- appointment of the Editor-in-Chief and, on advice of the Editor-in-Chief, the Section Editors of the Journal.

The Standing Committee is not responsible for the scientific content of the Journals. This responsibility rests with the Editor-in-Chief advised by the Section Editors.

The Standing Committee will receive annual reports from the Editor-in-Chief and from the publishers.

The ISBT Treasurer is responsible for the finances regarding Vox Sanguinis. Each year, the Treasurer shall present a detailed report on the financial state of Vox Sanguinis. The financial record of Vox Sanguinis shall be presented separate from the finances of the Society.

Membership:

Membership will be:

- the ISBT Secretary-General, who will chair the Committee;
- the ISBT Treasurer;
- two members of the Society appointed by the Board following recommendations from the Executive Committee.

The Editor-in-Chief of the Journal will be a non-voting member of the Committee.

A nominated representative from the Publisher will be invited as an observer of the Committee.

The committee will be permitted to co-opt other ISBT members if required.

The ISBT Executive Director and ISBT President will also be invited to attend meetings as observers.

The term of office of the appointed members of the Committee shall be four years.

Meeting arrangements:

The Committee will meet annually, usually in April shortly before the annual meeting of the Vox Sanguinis Editorial Board, and otherwise as required. Meetings of the Committee will generally be by telephone conference.

The quorum is three members.

Meeting agendas will be prepared by the Chair and distributed at least one week before the meeting.

The Chair will be responsible for the minutes of the meeting.

Reporting:

The Chair will submit a report to the ISBT Board of Directors each year and will prepare a report for publication in the ISBT Annual Report.

Resources and budget:

The Committee has no resources or budget. Any reasonable expenses incurred by Committee members will be submitted to the ISBT Office.

Review:

These terms of reference will be reviewed every 3 years.

Geoff Daniels September 2013