

HIS Executive Editorial Board | Terms of reference

1. Purpose

The purpose of the Executive Editorial Board (EEB) is to discuss, progress and develop the operational and strategic plans surrounding the development and publication of the *Journal of Hospital Infection* (JHI) and *Infection Prevention in Practice* (IPIP), and to ensure that these complement the aims and objectives of the Healthcare Infection Society (HIS).

2. Activities

To advise members and on all matters related to publication of the JHI and IPIP

To preserve and enhance the reputation of the JHI and IPIP as a trusted source of high-quality scientific information, including monitoring the quality of the journals and ensuring that all submissions are dealt with fairly and objectively

- To ensure that the vision and goals of the journals complement those of the Healthcare Infection Society
- To support and monitor the performance of the JHI and IPIP
- To oversee governance and risk management for the JHI and IPIP
- To manage the appointment (and, if necessary, the dismissal of) of the Editor-in-Chiefs
- To liaise with the Editorial team on the membership of the International Editorial Board
- To advise on the renewal or tendering of publication contracts
- To advise on and approve the Society's future publishing strategy
- To advise HIS Council on past and future publishing activities

3. Responsible to

The Healthcare Infection Society Council

4. Membership

The composition of the Committee is between 8 and 12 members.

The voting members of the Committee will be:



- The Chair of the Healthcare Infection Society
- The Treasurer of the Healthcare Infection Society
- The Editor-in-Chief and Editors of the JHI
- The Graham Ayliffe JHI/IPIP Editorial Fellow who reports on the activities of the EEB to the Trainee Committee and vice versa for the period during which they are eligible to serve on both of these committees.

Non-voting members:

- The Chief Executive of the Healthcare Infection Society
- The Chief Finance Officer of the Healthcare Infection Society
- The Editorial and Production Manager for the JHI and IPIP
- A Publisher representative (usually the Executive Publisher)

Others with specialist skills and experience may be co-opted as members as necessary

The Committee will normally be chaired by the Editor-in-Chief of the JHI.

5. Terms of membership

Members of the EEB serve for the duration of their role as editor of the journals, Officers of the society, members of HIS staff or as the Publishers representative. Graham Ayliffe Editorial Fellows serve for the duration of their Fellowship, and may be invited to report on the activities of Trainee Committee after their Fellowship ends if they remain eligible to sit on the Trainee Committee.

6. Meetings

6.1 Frequency of meetings

The Committee will meet at least twice per year with additional business carried out electronically as far as possible. The Chair of the EEB or HIS may convene additional meetings as s/he deems necessary. Attendance via telephone and/or video conferencing services is possible at the discretion of the Chair of the EEB. In the interest of operational efficiency, where possible these meetings will be scheduled to take place on the morning of the dates of HIS Council.

Times and dates of meetings of the Committee are normally arranged jointly by the Editor-in-Chief and Chair of the Healthcare Infection Society.

The Publisher may be asked to assist with other arrangements, including providing a venue.



6.2 Quorum

A quorum for the Committee is 6 members of the committee, and must include at least one Officer of the Healthcare Infection Society and the Editor-in-Chief (or an agreed Deputy)

6.3 Agenda and papers

The Agenda for each meeting will be prepared arranged jointly by the Editor-in-Chief, Editorial and Production Manager, the Chief Executive and Publisher representative, and will be sent to members in advance of the meeting.

6.4 Minutes

The Editorial and Production Manager is responsible for ensuring that minutes of each meeting are made, including a record of the attendees and the decisions made at, and action points arising from, the meeting.

Minutes will be circulated to Council members, who will have an opportunity at Council meetings to question the EEB as required.

7. Decision making

Where possible a general consensus identified by the Chair of the EEB will be sufficient to consider a matter passed, rejected or deferred. Where consensus is not possible, all decisions will be made by a vote, with each Committee member holding one (1) vote. Where an equity of votes occurs, the Chair may cast an additional vote to finalise the decision, or may defer the decision for later action.

8. Reporting

8.1 HIS Council

The EEB will report to the HIS Council on all matters related to the remit of the EEB, and advise on the contribution of the Society's publishing activities to the greater Society strategy. The Chair of the EEB (Editor-in-Chief of the JHI) will be a member of the HIS Council.

8.2 Annual General Meeting

The Chair of this Committee the Chair of the EEB (Editor-in-Chief of the JHI) will attend the Annual General Meeting of the Society held in November/December of each year to represent this the EEB. If this is not possible, a further member of the EEB may be nominated to stand in their stead.

