



BSSH Committee of management of the Journal of Hand Surgery (EUR) Terms of Reference

Purpose:

To oversee the management of the Journal of Hand Surgery (European Volume)

Chair:

Appointed by Council.

To appoint a new chairman, expressions of interest will be sought from the BSSH membership with previous experience as a member in a BSSH committee. Interview will be held when there is more than one candidate. Shortlisting will be undertaken for greater than 4 candidates. The interview panel will be composed of the current BSSH committee Chair, a committee representative, a BSSH Council Trustee/Officer representative and another committee Chair. The applicant will have to indicate they have sufficient time available to commit to chairing the committee meetings, arrange associated activities and attend Council meetings. The Chair will be an ex-officio Council member with a responsibility to attend the Spring and Autumn Council meetings, in person or virtually.

Term of office:

5 years

Overlap of 12 months with previous Chair

Committee composition:

- Chair
- BSSH President
- BSSH Secretary
- BSSH Treasurer
- Editor in Chief
- BSSH Council representative(s)
- FESSH Representative
- FESSH Secretary General
- Social Media Editor
- Invited Representatives by the Chair

Other Members

Term of office:

Dictated by the term of the relevant role.

There will be up to two non-officer members of Council on the committee.

Members will have to have sufficient time available to commit to attending the committee meetings and associated activities.

During the period of membership, failure to make a satisfactory contribution through committee work and attendance at meetings may result in termination of the appointment at the discretion of the Chair, with justification made to council. Similarly, a change in personal or professional circumstances resulting in the inability to make the required contribution should be discussed with the chair and the appointment suspended or the member to demit as appropriate.

Working Methods:

Email and telephone. Wherever possible, taking annual leave etc. into consideration, a response should be made within seven days.

All members of the committee are expected to respond to requests for opinion from the Chair.

Meetings:

Meetings take place bi-annually:

- The Summer meeting is at the FESSH Congress.
- The Autumn meeting is at the offices of the publisher (currently Sage).