

**Chair, Committee of Management of the Journal of Hand Surgery (European Volume)  
January 2027- December 2031**

**Accountability**

The Chair of the Committee of Management for the Journal of Hand Surgery European Volume (JHSE) works with the committee to provide strategic, organisational, and governance leadership for the business and operational aspects of the journal.

The role is responsible for:

- The business (operational and commercial) affairs of the journal
- Safeguarding the journal's scientific standards and reputation.
- Having effective oversight of the publishing and stakeholder partnerships.
- The continuity of leadership in key editorial and administrative appointments.

The Committee of Management does not take part in decisions regarding the scientific content of the journal, which remains the responsibility of the Editors and Editorial Board.

The Chair of the Committee of Management reports directly to the elected members of the BSSH Council who are charity trustees and have control over, and legal responsibility for, the BSSH's management and administration.

**Appointment and Term**

The role is for a period of 5 years from 1 January 2027 – 31 December 2031. It is envisaged that there will be an induction/shadowing period starting from appointment in 2026.

Applications are sought from Fellow members of the BSSH. The Chair of this committee should be a BSSH member with previous experience on Council and/or membership of other BSSH committees.

Previous experience of finance (former Treasurer of a society), editing (previous membership of an Editorial Board) or business would be useful but is not essential.

Interviews 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 BSSH Council Trustee/Officer, and/or another Committee representative.

**Specific Functions**

1. Chair the Committee of Management meetings (currently twice a year)

- Lead and facilitate committee meetings, ensuring they run efficiently, stay on agenda, and encourage balanced participation from all members.
- Set meeting agendas in collaboration with the BSSH Secretariat

- Guide decision-making, ensuring discussions are clear and reach timely conclusions.
  - Ensure the committee fulfils its terms of reference, objectives, and reporting requirements.
  - Act as the primary liaison between the committee and the BSSH Council and external stakeholders
  - Oversee membership matters, including recruitment, term management, and succession planning.
2. Editorial Appointments
    - Oversee the appointment and regular appraisal of Editors and Editors-in-Chief.
  3. Editorial Board Management
    - Lead the selection and appointment of members of the Editorial Board, ensuring an appropriate balance of expertise, diversity, and geographical representation.
  4. Statistical Advisory Oversight
    - Appoint qualified Statistical Advisors to support rigorous methodological review and uphold scientific robustness.
  5. Journal Artwork and Design
    - Manage the artwork procedure for the Journal's front cover, ensuring alignment with the journal's brand and scientific mission.
  6. Publishing Contract Negotiation
    - Lead negotiations of the publishing contract
    - Ensure that contractual terms support sustainable growth, visibility, and quality of the journal.
  7. Engagement with Publishers
    - Maintain regular communication with the journal's publisher to review performance, discuss strategic initiatives, address concerns, and ensure smooth operational workflows.
  8. Partnership Management
    - Negotiate and oversee contracts and engagements with FESSH, as required, to support the journal's collaborative activities and strategic objectives.
  9. Quality Assurance and Standards Monitoring
    - Continuously monitor the academic, ethical, and production standards of the journal.
    - Review performance metrics, peer-review integrity, publication timelines, and the overall scientific quality of published content.

### **Time Commitment**

It is difficult to quantify the exact number of hours the Chair of the Committee of Management will need to spend on the role, and this will vary throughout the year. It is however a busy role which requires a regular time commitment. We estimate an average of 2-3 hours per week.

The Chair has the following meeting commitments:

- Chair the biannual Committee of Management meetings (June during the FESSH Congress and November)
- Attend / report to BSSH Council (currently 4 times a year, minimum attendance expected at 2 meetings)
- Annual report to members at the AGM.