



Terms of Reference

Vox Sanguinis Standing Committee

Name:

Vox Sanguinis Standing Committee

Purpose:

Management of the operational activities of Vox Sanguinis, the Society journal. 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;
- ensuring appropriate declaration of conflicts from the Editor-in-Chief who will in turn assure appropriate conflict of interest declaration from the editorial team.

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

The Standing Committee will advise and consult with the Editor-in-Chief regarding substantive changes to the journal, appearance, content or delivery.

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

The Standing Committee will assist in developing and maintaining a board of editorial advisors/reviewers from amongst the ISBT membership.

Each year the Publisher (Wiley) is responsible for the reporting of finances regarding Vox Sanguinis. Wiley is responsible for the financial statements which are reviewed by the standing committee and conveyed to the board by the ISBT treasurer.

The financial record of Vox Sanguinis shall be presented separate from the finances of the Society.

Membership:

Membership will be:

- ISBT Secretary-General, who will chair the Committee
- 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.

Nominated representative(s) from the Publisher will be invited as observers of the Committee. The committee will be permitted to invite other ISBT members or staff 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 and are renewable for a second term. If more than 3 members would change in the same year, the chair may extend the appointments of individual members as required.

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 video 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

Changes: Gwen Clarke, September 2023