



PUBLICATION COMMITTEE TERM OF REFERENCE

Mission

The mission of the ISPO Publication Committee is to oversee and evaluate all publications efforts of the ISPO from a business, organizational, and financial point of view; represent the interests of the Society towards partners and vendors in ISPO publication efforts; and assist the Society, editors, and editorial teams in their overall support of ISPO's mission.

Principles

All Committee members should be members in good standing of the Society and should represent the diverse origins, professional interests, backgrounds, and geographic representation of the membership of ISPO. Exceptions to be above points may be made under specific circumstances; for example, when a person representing another organization has been specifically invited to serve on a Committee due to his/her particular expertise.

Preference should be given to individuals actively engaged with ISPO Member Societies and with particular expertise and/or interest in publication matters and who have the following background, skills and experience:

- Publications in peer-reviewed journals
- Performing research studies
- English writing and editing skills
- Reviewing clinical and research documents

ISPO Committee members shall always:

- Act in the best interest of the Society and align its activities with the overall mission and vision of the ISPO.
- Represent the interests of the Society's membership towards the Executive Board, International Committee, other ISPO committees, as well as members and outside parties.
- Work closely with and support the Executive Board and other ISPO Committees and leaders and ISPO Secretariat staff.

Commitment

ISPO Publication Committee members are expected to:

- Have their involvement in the ISPO Publication Committee as a high priority.
- Contribute to discussions of issues, challenges, and business and display a proactive approach in scheduled meetings, conference calls, etc.
- Carry out any and all assigned functions in a timely manner and in accordance with the bylaws, policies and procedures.
- Represent ISPO and ISPO Publication Committee in a positive and supportive manner at all times and in all places.
- Avoid conflicts of interest between the position as a committee member and their personal or professional life. When necessary, a committee member shall declare a conflict of interest and abstain from both the discussion and the vote on any matter in which a personal or professional interest exists.
- Take initiative in matters crucial to ISPO and its future development.
- Work closely with the ISPO professional staff and outside consultants as required.
- Agree to the non-disclosure agreement and other measures of confidentiality and ethical conduct

Responsibilities & Objectives

The responsibility of the Publication Committee is to oversee and evaluate all publications efforts of the ISPO that are intended to provide clinically-relevant information or ISPO news, except those specified below. The Publications Committee ensure that ISPO publications contribute to the overall goals of ISPO, help to enhance the Society's image through publications efforts and make recommendations to the ISPO Executive Board. The Publication Committee has responsibility for:

- Prosthetics and Orthotics International
- ISPOwer
- ISPO eUpdate
- How to Treat
- Other publications as they are developed in future

Evaluation and Planning

- Evaluate the competitive position of ISPO's publications.
- Ensure effective organizational planning and the strategic development of ISPO publications.
- Review and recommend other publication strategies (books, news, online, etc.) for the achievement of ISPO's publications goals.
- Define and monitor the interrelationship of ISPO publications; specifically, potential issues of overlap, competition, and/or redundancy.
- Develop strategies to increase international distribution of ISPO publications.
- Submit to the Executive Board each year a one-year forward plan projection for the activities it oversees.

Staffing & contracts

- Based on its evaluation, recommend the appointment and/or replacement of ISPO publications editors.
- Negotiate with publishers and other vendors and recommend to the Executive Board publishing arrangements for ISPO publications.
- Review and recommend (to the Executive Board) any contractual issues related to ISPO publications or publishing activities.
- Represent the Society and the Committee, as required, with vendors, partners and other third parties (such as sponsors, consultants, lawyers).
- Assist in resolution of any disputes that may arise between editors or editorial staff and outside individuals or entities or between the editors and the Society leadership.

Policy & procedures

- Develop and revise policies and procedures for all non-editorial aspects of ISPO publications.

Financial matters

- Collaborate with the editors of ISPO publications to provide necessary resources for their respective publications.
- Establish and monitor all financial aspects of the ISPO publications – particularly in relation to the overall budget of the Society. All decisions involving financial obligations must be brought to the Executive Board for final discussion and voting.
- Provide overall oversight of the institutional locations of editorial operations.

Communication and administration

- Liaison with the POI Editorial team and POI Publisher
- Ensure that copies of Publications Committee correspondence, contact details and Editorial Board minutes are shared and archived in the ISPO office.
- Ensure that the sections related to publications on the ISPO website are up-to-date and that relevant input is continuously provided
- Evaluate and advise on publications-related sub-committee makeup and structure