

## **Terms of reference for the BSG Communications and Publications Committee**

### **Key role**

The Communications and Publications Sub-Committee is responsible for all official Society publications and outputs, maintenance of the Society's website, as well as reporting on activities within the Society via its website and social media presence. The committee is responsible in particular for promoting the Society's journal *Earth Surface Processes and Landforms* and liaison with Wiley Publishers. The Sub-Committee will also lead in developing internal communications to ensure that the membership are fully engaged with the Society.

### **Reporting**

The BSG Communications and Publications Sub-Committee will report to the Executive Committee and produce an annual report to Wiley Publishers. Reports will also be sent to the Outreach and Education and Research Sub-Committees, as well as the Sub-committee for Professional Geomorphology and Practice, when appropriate.

### **Terms of reference**

The Publications Sub-Committee shall:

- develop Society publications, including the online book *Geomorphological Techniques*;
- promote the Society journal *Earth Surface Processes and Landforms* and act as the Society liaison with Wiley Publishers;
- maintain the Society's web presence, ensuring an up-to-date and functional website;
- promote Society information and news through the Society social media including Twitter, Facebook and LinkedIn;
- promote internal communications to ensure that the Society's membership are fully apprised on the activities of the BSG and developments in the Society;
- forward regular reports to the Executive Committee and the Annual General Meeting;
- consider matters that, from time to time, may be referred by the Executive Committee.

### **Membership**

Title	Role	Tasks
Vice-Chair	Acting as Chair of the Communications and Publications Committee and also being a member of the Society Executive Committee (elected by members at the AGM).	A trustee of the BSG as a member of the Executive Committee, as the Society is a registered charity  Attend Executive Committee meeting (3 per year)  Chairing the Communications and Publications Sub-Committee (2 meetings per year)  Liaising between the Society and Wiley Publications, sitting in on the <i>Earth Surface Processes and Landforms</i> Editorial Board meetings (2 per year) as the

		<p>Society's representative and producing annual Wiley Fund Report (summarising expenditure from previous year and laying out the case for coming year's proposed expenditure)</p> <p>Responsible for overseeing the society website and social media, and ensuring content is regularly updated, in conjunction with the Web Officer and the Administrative Assistant.</p> <p>Oversee content for Reports Officer</p> <p>Oversee potential book proposals and current online book <i>Geomorphological Techniques</i></p>
Ordinary Member	Acting as Secretary of the Committee and also being a member of the Society's Executive Committee (elected by members at the AGM)	<p>A trustee of the BSG as a member of the Executive Committee, as the Society is a registered charity</p> <p>Attend Executive Committee meeting (3 per year) if the Chair is unable to</p> <p>Organise, attend and take minutes for the Communications and Publications Sub-Committee meetings (2 per year)</p> <p>Editor of the online <i>Geomorphological Techniques</i> book</p> <p>Responsible for the Society social media (Twitter, Facebook, LinkedIn)</p>
Committee Member; Reports Officer	Responsible for collating and updating grant reports and website content: Reports Officer (co-opted by the Society Executive Committee upon the recommendation of the Communications and Publications Sub-Committee Chair and Secretary)	<p>To liaise with Research Sub-Committee and update the website to reflect Award winners and successful grant applications following each round</p> <p>To assume responsibility to collate reports of grants awarded by the Society from grant recipients as well as publications based on BSG-grant funded work, and upload onto the website</p> <p>To product a conference review of the Society Annual General Meeting and upload onto the website</p>

		<p>Liaise with Chair of the AGM to collate an Annual Society Report (including AGM minutes, annual financial review and grants awarded) to disseminate information required by charitable status to society members</p> <p>Production of mass mailing (at least 2 per year) to membership summarising calls for grant applications, conference circulars, AGM agenda and other important information relating to the Society. Liaise with Committee Chairs to ensure committee activities are reported to the wider membership.</p> <p>To attend Publications Sub-Committee meetings (2 per year)</p>
Committee member; Web manager(s)	Responsible for ensuring the maintenance and functionality of the society website: Web Officer (co-opted by the Society Executive Committee upon the recommendation of the Publications Sub-Committee Chair and Secretary)	<p>Maintain and update the website, ensuring full functionality. Addressing technical issues arising to restore functionality. Liaise with site hosting to ensure continued maintenance and accessibility.</p> <p>Execute any site migrations as and when appropriate.</p> <p>Add or remove any further content as per instructions from the Communications and Communications Committee.</p> <p>Develop site enhancement proposals to be discussed with the Executive Committee.</p>
<i>ex officio</i> member	The Editor of the Society journal <i>Earth Surface Processes and Landforms</i>	<p>Most of my responsibility is arranging for the review of papers and evaluating those papers and reviews when received, but I also have a general oversight of the progress of the journal and work with Wiley to help to make sure that the journal is read as widely as possible. I am helped in this task by an Assistant Editor, Fiona Kirkby. I sit on the BSG Publications Sub-Committee to help to make sure that there is a good interface between Wiley and the BSG.</p>

Postgraduate member	(Elected by the postgraduate members of the Society).	<p>Actively contribute towards committee activities, and report on the PG blog and newsletter. Liaise with the Reports officer to ensure postgraduate content and newsletters are coordinated with membership newsletters.</p> <p>Maintain the LinkedIn page on behalf of the Society.</p> <p>Provide content for the Facebook page and Twitter feed, linking to postgraduate pages where possible.</p>
Press Officer	Responsible for promoting the Society's work in advancing geomorphological research and public engagement	Inform Publication and Communications Committee of any opportunities for further communication of geomorphology to public forums. Liaise with Reports Officer to ensure that opportunities and developments are communicated to members in a timely manner.