

Publications Committee Terms of Reference

The Publications Committee is a standing Committee of the Society established under the Society's by law no 4.

Role:

The role of the Publications Committee is:

To oversee the production and quality of the Victorian Historical Journal and History News on behalf of the Royal Historical Society of Victoria and so enhance the membership of the Society.

To implement the prime focus of the Victorian Historical Journal and History News as Victorian History, and aspects of Australian History that inform Victorian History.

To ensure that the Journal published twice yearly maintains a mix between academic and member contributions, and where possible makes use of the RHSV collections, while striving for the highest quality and ethical standards.

To ensure that History News, published six times a year, informs members of contemporary and upcoming events, builds solidarity within the membership, promotes local societies and their publications, and informs them of key issues in the practice of History in Victoria.

To appoint an editor(s) and a review editor(s) for the Victorian Historical Journal to serve as long as is mutually determined and to sit on the Committee as a full member(s) during appointment as editor.

To appoint an editor(s) to History News to serve as long as is mutually determined and to sit on the Committee as a full member(s) during appointment as editor.

To give support to the editors and advice where requested or required.

To review the quality of the editorship and the relevance and production of these two publications.

To liaise with the Collections and Historical Societies Support Committees to ensure a continued flow of relevant and quality articles for the Journal and History News, from material presented to their meetings and conferences.

To permit the editor(s) to have responsibility for the academic, ethical and quality control of each issue of the Journal and History News.

To develop and oversee policy covering the Journal and History News.

To create and/or canvass quality and relevant manuscripts and arrange for their publication and sale.

To oversee the John Adams Prize awarded every two years.

To oversee the VHJ Patron's Fund.

To report to the Council as required by the Society's By-Laws.

To recommend funding proposals to Council for approval

Membership:

The Committee consists of up to 12 members, at least one of whom shall be a member of Council, who shall normally be Chair of the Committee and accountable to the Council. The RHSV President and Executive Officer are ex officio members of the Committee.

Expertise

Members are drawn from academic, public and community historians with experience in editing, indexing and publishing.

Expertise from staff members, Council members or volunteers can be called on when required.

Operation of the Committee

The Committee meets five to six times per year. A quorum is half of the voting members plus one, and motions are passed by a simple majority.

An annual review of committee members' contributions and the efficacy of each committee should be conducted by the Chair.

Committee members should be actively engaged in identifying RHSV members with needed skills and interests as potential committee members.

To report to the Council as required by the Society's By-Laws.

Editorial Board

Role

The Editorial Board is an advisory body of historians invited by the Journal's editor(s) to mentor them on matters of content, quality and ethics. The editor(s) will consider such advice and act appropriately. The Board will also assist with finding articles for the Journal and also assist with reviewing of articles where needed. It will meet at least once a year.

The Board's minutes are presented to, and noted by, the Publications Committee and Council.

Membership

The Board consists of a maximum of ten members, including the Journal's editor(s), drawn from the Academy, RHSV Fellows and the Community History movement.

Approved by Council: March 2024

Review date: March 2026