

JOURNAL SUBCOMMITTEE CHARGE

Number of Members 6-8

Composition

Members shall include a Chair, Vice Chair and a diverse mix of between four and six at-large members, including basic scientists, clinical scientists and Allied Professionals. A representative from the journal publisher and the Editors-in-Chief of each journal shall serve on the subcommittee as non-voting, invited guests. The Chair may invite additional guests as needed to expedite information sharing.

Method of Appointment

The Subcommittee Chair and members shall be appointed by the President-Elect, in consultation with the President, and Chief Executive Officer.

Term of Office

Ex Officio members serve during their terms in other positions. All other members shall serve one year, with reappointment possible to a maximum of two additional, consecutive one-year terms.

Accountability

Reports to: Communications Committee

Key Relationships: Heart Rhythm Program Committee, Scientific and Clinical Documents Committee

Purpose

To provide strategic direction, policy oversight and business decision support for official Heart Rhythm Society online and print journal publications, excluding editorial responsibilities.

Responsibilities

- Provide strategic direction and oversee strategy for attracting and retaining print and online readership
- Create evaluation criteria for Editors-in-Chief and manage performance against these criteria.
- Confer as needed with the publisher to establish non-member subscription prices, and monitor revenue for the Society's official journal(s).
- Establish and monitor Society policies governing print and online journal advertising.
- Monitor the effectiveness and cost-efficiency of print and online journal publishing activities, and make recommendations as needed.

- Work collaboratively with the Communications Committee Chair and the committee staff liaison to set the subcommittee's annual work plan, timeline, budget (if any) and meeting schedule consistent with the Committee's overall priorities and agenda.
- Maintain open communications with the Communications Committee via regular reports and two-way communications on issues of mutual interest.
- Refer matters to the Communications Committee for approval when required by the Subcommittee's or the Committee's policies or charge.

Decision-Making Authority

- Establish subcommittee procedures.
- Establish performance goals for the Editors-in-Chief.
- Make recommendations to Management regarding merit increases for the Editor-in-Chief, based on annual performance evaluation.
- Make recommendations to the Communications Committee or the Board, including the appointment of the Editors-in-Chief by the Board, and arrangements with the Publisher.

Meeting Frequency

Quarterly meetings by teleconference or face-to-face. Additional meetings as needed.

Estimated Time Commitment

1-2 hours per month

Scheduled

Committee Conference Calls take place once per quarter (February, May, August/September, November/December)
In-Person Meeting (May, at Heart Rhythm)

Ad Hoc

Committee Conference Calls (as needed)

Busiest Times of the Year

Prior to February, May, August/September, November/December meetings