



# ROLE DESCRIPTION

## SEB PUBLICATIONS OFFICER

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**Role title:** SEB Publications Officer

**Role description:**

The SEB Publications Officer is tasked with overseeing the strategic development of the Society's journals. The Publications Officer is a Trustee of the Society and as such is a member of the Council, the governing body.

The SEB currently owns, or co-owns, five academic journals: *Conservation Physiology*, *The Journal of Experimental Botany*, *The Plant Journal*, *Plant Biotechnology Journal*, and *Plant Direct*. The Society is also exploring the potential to launch new journals. The Publications Officer will work closely with the SEB's Publications Manager to effectively manage and develop the Society's publications portfolio. The Publications Officer will chair Publications Management Committee meetings and report any significant developments to the SEB Council.

The Publications Officer will benefit from extensive expert support from the SEB's Publications Manager and administrative support from SEB staff. The SEB will reimburse expenses associated with carrying out SEB business and will provide an annual £1,000 donation to support the Publications Officer's research directly to their institution.<sup>1</sup>

**Role Specific Responsibilities:**

- **Chair the SEB's Publications Management Committee (PMC).** The Publications Officer will work with the SEB's Publications Manager to prepare an agenda and papers for PMC meetings, held at least twice a year (in March and November, with interim meetings held as needed). All aspects of journal management will be discussed in PMC meetings, including:
  - the transition of the Society's hybrid journals to gold open access.
  - the financial situation of the journals.
  - the service provided by the journals' publishers.
  - Editor-in-Chief recruitment.
  - improving links between the Society and its journals.
  - renewal of publishing contracts.
  - discussion of Article Processing Charge (APC) and subscription pricing adjustments.
- **Sit on the SEB Council.** The Publications Officer will report any significant developments to journal management and development to the SEB Council during Council meetings (held in March/April and November/December). Advise Council on all matters to do with publishing and make recommendations on the overall strategic and commercial direction that the Society should follow in relation to its publications.

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<sup>1</sup> This £1K honorarium is in keeping with [the Charity Act 2011](#).



- **Attend Management meetings for the individual journals in the SEB's portfolio.** These are held twice a year (March/April and October/November).
- **Ensure the Society's ethos and strategy is reflected** in the development of the journals.
- **Monitor the performance of the SEB publications portfolio** in terms of impact, academic standing, and financial out-turn.
- **Ensure the Society's policy on diversity, equality and inclusivity is reflected** in journal policies and the journal editorial boards.
- **Identify opportunities to expand** the SEB's portfolio of journals.
- **Ensure journal Editors-in-Chief are suitably supported** by the Society to carry out their roles.

### General Trustee responsibilities:

As a member of Council (that serves as the Board), your role is to collectively guide the strategic direction of the Society with the other members of Council. The incumbent will be interested in directly influencing the future activities of the Society.

As a trustee, the Publications Officer will be required to act in SEB's best interests by contributing to governance, e.g. monitoring the financial solvency of the charity, reviewing risks, and shaping the future direction of the Society.

### Time commitment:

The successful applicant would need to be available to attend the following meetings:

- Council Meetings: 2-3 hours, 4 per year and occasionally additional meetings
- Publications Management Committee Meetings: 2 hours, twice per year
- Journal meetings: Each journal holds two management meetings a year (2-3 hours, normally virtual, some in person in either London or Oxford) plus occasional attendance at Editorial Board meetings.

### Training and support

SEB will offer periodic training covering trustee responsibilities, including financial and legal duties, as well as soft skills and EDI training. A comprehensive trustee information pack will be provided, outlining key responsibilities, deadlines, calendar dates, and useful contacts within the SEB executive team.

### Appointment and term:

#### Start Date:

- To abide by the governing Articles of Association of the Society, Trustee appointments need to be ratified by the membership in July 2024, the Trustee term starts thereafter.

**Term length:** 4 years