

Publications Committee Charter March 2017

The ACCP Publications Committee is a standing Committee. The chair is appointed by the ACCP Incoming President every two years with the change in administration. The ACCP ByLaws (Article IV, Section 1g) indicate that the Board of Regents shall “confirm recommendations of the President in the creation or appointment of Committees and their chairpersons.” The Executive Committee can assume that role (Article V, Section 2 of the ByLaws) during the period between Board meetings. New Committee members are identified for each two-year term by the Committee Chair from a list provided to the chair by Staff or as otherwise recommended.

The Publications Committee is responsible for making recommendations on 1) policies for all ACCP publications to be consistent with current practices; 2) candidates for the position of Editor of the journals and 3) compensation for the Editors. The committee also maintains the relationship with the publisher of ACCP's journals.

Committee Membership

The ACCP Constitution (Article VIII, Section 1e) states “the Publications Committee shall consist of at least seven members: the Chairperson (a Regent), two Fellows and at least three representatives from the membership at large. The Editor of each of the Journals shall be an *ex-officio*, non-voting member of the Publications Committee.” There is no stated limit to the number of Members on the Committee.

In addition, Article II, Section 1 of the ByLaws indicates that the President shall be an “*ex officio* member of all Standing Committees.”

Committee membership should be representative of ACCP's membership and should therefore include representation from academia, industry and regulatory agencies, as well as MDs, PharmDs and PhDs. Persons with a focus on drug discovery, as well as those involved in clinical care, should sit on the Committee.

No person shall serve on more than one Standing Committee at the same time, nor for more than 6 years consecutively on the same Committee (excluding the Executive Committee, see ACCP Constitution, Article VIII, Section 1a), unless approved by the President.

Committee Role

As per Article V, Section 6 of the ACCP Constitution, the Publications Committee activities include, but are not limited to, the following:

- Recommendations to the Board of Regents on policies for ACCP publications, proceedings of symposia and seminars or conferences that may be presented under College auspices;
- Nomination of candidates for the positions of Editor of ACCP's publications, plus recommendations of compensation to be provided to such persons;
- Maintenance of relationships with the publishing firms responsible for providing services to ACCP; members of the Editorial Boards of the journals and specific publication policies of the journals.

Staff Support

At the discretion of the Executive Director, a Staff member is designated to support the Committee. The Committee should seek input from said Staff member for operational guidance and information on Policies & Procedures.

How & When the Committee Meets

The Publications Committee may meet in person at the Annual Meeting and by phone for the purpose of training at the beginning of a new Committee term, but more commonly communicates via email approximately three times per year when Staff provides the Committee with membership applications and the various support materials for review, comments and/or approval.