**PUBLICATIONS COMMITTEE TERMS OF REFERENCE**

The Publications Committee is established under the Royal Historical Society of Victoria’s by-laws and consists of office bearers, plus the society’s president and executive officer, sitting ex officio, and other members as the RHSV Council shall see fit. It meets five to six times per year. It is chaired by one of its members, who is appointed by Council and is usually also a member of Council.

The Publications Committee’s role is:

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

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

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

9. To liaise with the Events and Outreach, and Membership Development Committees to ensure a continued flow of relevant and quality articles for the Journal and History News, from material presented to its meeting and conferences.

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

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

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

13. To oversee the John Adams Prize awarded every two years.

14. To oversee the VHJ Future fund and VHJ Patron’s Fund.

15. To report regularly to the Council, to which it is answerable.

**ADOPTED BY COUNCIL 26 FEB 2019**