

### **4.3.1 IEEE PRESS Editorial Board Charter**

#### **A. GENERAL**

The IEEE PRESS Editorial Board is an organizational unit of, and reports to, PSPB.

#### **B. SCOPE**

1. Duties. The IEEE PRESS Editorial Board shall be responsible for defining and overseeing the mission of the IEEE PRESS, as specified in Section 8.3.4.
2. Meetings. Meetings shall occur at least once per year and be chaired by the Editor in Chief.

#### **C. FUNCTIONS**

The IEEE PRESS Editorial Board consists of experts in their own field and as such it collectively:

1. Reviews and approves the policies of the IEEE PRESS and makes recommendations for operational improvements.
2. Complements the IEEE PRESS staff by adding scientific perspective on the activities of the IEEE PRESS.
3. Provides scientific expertise and guidance.
4. Provides input on "Emerging and Hot Topics" and areas of interest for potential book titles and electronic media as well as potential authors
5. Provides input on the importance and quality of proposed book titles and electronic media.

#### **D. COMPOSITION**

##### **Voting Members**

Board members may be proposed to the PSPB Nominations and Appointments Committee by the Board itself, by the Editor in Chief, or by the publisher, and shall be approved by PSPB. The minimum number shall be seven and no more than 13.

- The Board shall be chaired by the Editor in Chief, who shall represent the IEEE PRESS Editorial Board on PSPB.

##### **Non-Voting Members**

- PSPB Chair

Staff positions as appointed by the IEEE Executive Director

- Staff Executive - Publications

##### **Corresponding Members**

- Society Liaisons to IEEE PRESS are delegated by the officers of IEEE Technical Societies to work with IEEE PRESS staff and volunteers. They are invited to attend the annual IEEE PRESS Editorial Board Meeting. The Society Liaisons identify promising projects and authors, and recommend projects to be sponsored

by the Society for publication by IEEE PRESS. Each society shall define the term of service for their respective Liaison.

E. MEMBERSHIP REQUIREMENTS

All voting members of the IEEE PRESS Editorial Board shall be IEEE Members, Graduate Student Members, Senior Members, or Fellows.

F. TERMS OF OFFICE

1. The Editor in Chief shall serve a two-year term, beginning 1 January, with the possibility of re-appointment for another two-year term. The number of consecutive terms shall not exceed two.
2. All other voting members serve three-year terms, beginning 1 January, with the possibility of re-appointment to one additional three-year term. The number of consecutive terms shall not exceed two.
3. The total number of consecutive years for combined service as a member and the Editor in Chief shall not exceed 10 years.

Coverage of all technical areas of the IEEE shall be considered when choosing members.

G. COMMITTEES REPORTING TO IEEE PRESS EDITORIAL BOARD

Reporting to the IEEE PRESS Editorial Board shall be the following Committees:

1. Standing Committees

None

2. Ad Hoc Committees

The Chair of the IEEE PRESS Editorial Board may create Ad Hoc Committees to address specific issues or deal with special situations as deemed appropriate. The Chair of each such Ad Hoc Committees must be a member of IEEE PRESS Editorial Board and shall be appointed by the IEEE PRESS Editorial Board Chair.

H. FINANCIAL AND ADMINISTRATIVE SUPPORT

The principal financial support for the IEEE PRESS Board shall be provided through the normal budgetary processes of. Administrative support for the IEEE PRESS Editorial Board will be provided by the IEEE Publications department.

I. MEETINGS

Meetings of the IEEE PRESS Editorial Board shall occur at least once per year and be chaired by the Editor in Chief.

J. REPORTS

The IEEE PRESS Editorial Board will issue the following reports:

1. Minutes of the annual IEEE PRESS Editorial Board Meeting.
2. Informational reports by the IEEE PRESS Publisher to each PSPB

meeting.

K. CHANGES TO CHARTER

Changes to this Charter must conform to IEEE Bylaws and IEEE Policies and be approved by PSPB.