

JOURNAL OF THE INSTITUTE OF CONSERVATION EDITORIAL ADVISORY PANEL
Terms of Reference **Approved by the Board 15th March 2017**

1	Status and Purpose of the Committee and these Terms of Reference
1.1	<p>Status</p> <p>Advisory Panel appointed by Icon’s Professional Standards and Development Committee (PSD).</p> <p>The Icon Board of Trustees determines the strategic direction of the Journal of the Institute of Conservation (‘the Journal’), after consideration of recommendations made by PSD.</p> <p>PSD considers strategic aspects of the Journal when they arise and makes recommendations to the Board after considering advice from the Editor and Editorial Panel.</p> <p>Authority on resource allocation, strategic business issues and policy rests with the Icon Board of Trustees; operational spending and staff resources is the responsibility of the Chief Executive.</p>
1.2	<p>Purpose</p> <p>The overall role of the Panel is to advise and support the Editor so that s/he may meet the terms of his/her contract.</p> <p>The aims of Icon’s Journal are to:</p> <ul style="list-style-type: none"> • Promote knowledge of cultural heritage conservation practice, the research which underpins it and related issues. • Enable communication of advances between conservators and the wider conservation and heritage communities in the UK and internationally. • Provide a permanent medium of record of issues relating to conservation and the heritage sector.
2	Composition
2.1	<p>The Editorial Panel shall consist of the Editor and the Ordinary Members. The Ordinary Members shall not exceed 15 and, for the purpose of standard academic indexing, should include at least three international members. Icon’s Head of Professional Development is an <i>ex officio</i> member of the Editorial Panel.</p> <p>The Editorial Panel will reflect a wide range of both practice and research activity of conservation of cultural heritage.</p>

	The Panel should include a significant number of international members to ensure the widest academic impact.
2.2	The Committee shall be chaired by the Editor of the Journal.
3	Appointment and Terms of Office of Members
3.1	<p>Appointment</p> <p>The PSD approves the appointment of members of the Panel who are recommended by the Editor.</p> <p>The Editor is engaged by the Chief Executive on a fixed term contract for services which may be reviewed, extended, or terminated. The Editor reports regularly to the Head of Professional Development.</p>
3.2	<p>Terms of Office</p> <ul style="list-style-type: none"> • Members of the Panel are appointed for a three year term • Membership is ongoing and members' activity is reviewed annually. Inactive members will be invited to leave. • A two-month retirement notice period is in effect
4	<p>Quorum</p> <p>The quorum is five members of the Panel (including the Editor), attending throughout the meeting.</p>
5	<p>Notice of Meetings</p> <p>Meetings of the Panel are arranged by the Editor. Unless otherwise agreed by the Panel, notice of each meeting shall be sent to each member of the Panel by email, and to any other person attending, at least five working days before the date of the meeting. Supporting papers are sent to Panel members and to other attendees as appropriate, at the same time.</p> <p>The notice must include:</p> <ul style="list-style-type: none"> • the time and date • the venue or electronic access arrangements • the agenda of the main items to be discussed <p>Items of Any Other Business may be added to the end of the agenda by any person present.</p>

6	Frequency and Manner of Meetings, Decisions and Operational Arrangements
6.1	The Panel will meet at least once and no more than 3 times a year with meetings convened with facilities suitable for online contributions for remote/international members. The Editor will prepare the agenda and chair meetings.
7	Duties
7.1	Contribute meaningfully to the Journal on an annual basis to enable the continual growth and diversity of the Journal.
7.2	Contribute to any discussion about the strategic direction of the Journal.
7.3	To solicit articles from Icon members, external professionals, and academics to write on all aspects of the preservation of cultural heritage.
7.4	Respond in a timely fashion to any editorial requests.
7.5	To be active in identifying potential new members of the panel.
7.6	To be active in providing feedback to help the Editor frame future content/issues.
7.7	To support the Editor in maintaining scholarly content and professional standards for the Journal with constructive feedback.
7.8	To take an informed view on submissions the Editor seeks advice on.
7.9	To advise on suitable peer and book reviewers for submitted articles.
7.10	To support the Journal by promoting it, as appropriate, within their own professional networks.
7.12	To be active in identifying potential new members of the panel, as and when appropriate.
8	Records of Meetings
	The Editor shall keep minutes of meetings which shall include:
	<ul style="list-style-type: none"> • the attendees at
	<ul style="list-style-type: none"> • the decisions made by and
	<ul style="list-style-type: none"> • the significant conclusions and action points arising from
	the meetings and activities of the Panel.

	These are circulated to the other members of the Panel as soon as practicable.
8	Attendance at Meetings
	<p>Members will:</p> <ul style="list-style-type: none"> • Attend at least one meeting of the Editorial Panel per year • Make a commitment to serve on the Editorial Panel for at least three years <p>Membership is ongoing and members' activity is reviewed annually. Inactive members will be invited to leave.</p>
9	Performance Review
	The Head of Professional Development shall review the effectiveness of the Panel annually and will also review these Terms of Reference and report the conclusions of this review in a brief note to PSD.