

## **OUTREACH & EVENTS**

### **Chair: Mirjam Curno**

The subcommittee shall ordinarily consist of a Trustee (Chair of the subcommittee) and at least four other COPE Council members and, *ex-officio*, an Officer and the Executive Officer. Additional individuals may be recruited as needed to complete specific tasks. The terms of the members shall be no longer than the corresponding terms as Council members. The subcommittee shall confer not less than 4 times in each year via webinar with all work outside of this being undertaken through Basecamp (online project and email management system). A quorum at each meeting shall be 3 members.

The aim of the Committee is to effectively deliver services to our members and provide a professional interface between COPE and the public to ensure that COPE's mission and vision is being served.

The Committee shall have the following duties:

1. Increase awareness of COPE globally, across all disciplines, and within the existing membership, as well as attract new members.
2. Organize events and activities that deliver educational resources, practical support and further discussion in the field. These could include standalone events as well as collaborative seminars, forums, workshops, or virtual resources.
3. Leverage our council members, alumni, resources and material to offer attractive member benefits and engage with existing members
4. Collaborate with strategic people and organizations to further our reach and complement our resources.

### **Responsibilities and powers**

The subcommittee is responsible for all activities within its remit, as determined by the Trustee Board. The subcommittee is responsible for its own budget as approved by the Trustee Board.

### **Reporting procedures**

The Trustee Board maintains formal oversight of the activities of the subcommittee through bi-monthly oral reports. A written report reviewing current activities, progress and future plans is presented at Council meetings.

### **Relationship to the governing body**

The Outreach and Events subcommittee is a subcommittee of Council which in turn is a subcommittee of the Trustee Board.

## **EDUCATION**

### **Chair: Tara Hoke**

The subcommittee shall ordinarily consist of a Trustee (Chair of the subcommittee) and at least four other COPE Council members and, *ex-officio*, an Officer and the Executive Officer. Additional individuals may be recruited as needed to complete specific tasks. The terms of the members shall be no longer than the corresponding terms as Council members. The subcommittee shall confer not less than 4 times in each year via webinar with all work outside of this being undertaken through Basecamp (online project and email management system). A quorum at each meeting shall be 3 members.

The aim of the Committee is to effectively deliver educational resources to our members: producing new materials as required and ensuring existing resources are up to date.

The Committee shall have the following duties:

1. Enhance the educational offerings of COPE to address the needs of the members
2. Enhance educational options for all levels of members and others involved in publication ethics
3. Establish liaisons with organizations involved in other aspects of publication ethics to reach the broadest audience possible through collaboration and licensing of selected educational offerings

### **Responsibilities and powers**

The subcommittee is responsible for all activities within its remit, as determined by the Trustee Board. The subcommittee is responsible for its own budget as approved by the Trustee Board.

### **Reporting procedures**

The Trustee Board maintains formal oversight of the activities of the subcommittee through bi-monthly oral reports. A written report reviewing current activities, progress and future plans is presented at Council meetings.

### **Relationship to the governing body**

The Education subcommittee is a subcommittee of Council which in turn is a subcommittee of the Trustee Board.

## **FINANCE**

### **Chair: Chris Leonard (Treasurer)**

The subcommittee shall ordinarily consist of the Treasurer and at least three other COPE Council members and, *ex-officio*, the Executive Officer. Additional individuals may be recruited as needed to complete specific tasks. The terms of the members shall be no longer than the corresponding terms as Council members. The subcommittee shall confer not less than 4 times in each year via webinar with all work outside of this being undertaken through Basecamp (online project and email management system). A quorum at each meeting shall be 3 members.

The Committee shall have the following duties:

1. It shall confer with and advise the Trustee Board and Council on budget and resource allocation.
2. It shall confer with and advise the Trustee Board and Council on financial strategies to protect the long-term health and sustainability of COPE.
3. It shall review the annual financial statements and recommend them for approval to the Trustee Board.

### **Responsibilities and powers**

The subcommittee is responsible for all activities within its remit, as determined by the Trustee Board. The subcommittee is responsible for its own budget as approved by the Trustee Board.

### **Reporting procedures**

The Trustee Board maintains formal oversight of the activities of the subcommittee through bi-monthly oral reports. A written report reviewing current activities, progress and future plans is presented at Council meetings.

### **Relationship to the governing body**

The Finance subcommittee is a subcommittee of the Trustee Board.

## **STRATEGY**

### **Chair: Ginny Barbour (Chair)**

The subcommittee shall ordinarily consist of the Chair, all the Officers, at least one other Trustee, one other council member and, *ex-officio*, the Executive Officer. Additional individuals may be recruited as needed to complete specific tasks. The terms of the members shall be no longer than the corresponding terms as Council members. The subcommittee shall confer not less than 4 times in each year via webinar with all work outside of this being undertaken through Basecamp (online project and email management system). A quorum at each meeting shall be 3 members.

The Committee shall have the following duties:

1. Lead the development, regular review, and reporting of, COPE strategy.
2. Prepare and regularly review and update as needed documentation on strategy.
3. In collaboration with other subcommittees, decide who to collaborate with in furtherance of COPE strategy, and develop and maintain those relationships.

### **Responsibilities and powers**

The subcommittee is responsible for all activities within its remit, as determined by the Trustee Board. The subcommittee is responsible for its own budget as approved by the Trustee Board.

### **Reporting procedures**

The Trustee Board maintains formal oversight of the activities of the subcommittee through bi-monthly oral reports. A written report reviewing current activities, progress and future plans is presented at Council meetings.

### **Relationship to the governing body**

The Strategy subcommittee is a subcommittee of the Trustee Board.

## **RESEARCH**

**Chair: Adrian Ziderman**

The subcommittee shall ordinarily consist of a Trustee (Chair of the subcommittee) and at least four other COPE Council members and, *ex-officio*, an Officer and the Executive Officer. Additional individuals may be recruited as needed to complete specific tasks. The terms of the members shall be no longer than the corresponding terms as Council members. The subcommittee shall confer not less than 4 times in each year via webinar with all work outside of this being undertaken through Basecamp (online project and email management system). A quorum at each meeting shall be 3 members.

The Committee shall have the following duties:

1. Commission research that is useful internally, to COPE, to better inform its activities.
2. Identify and commission research that is of interest to the wider COPE community and would have an impact on the field.

### **Responsibilities and powers**

The subcommittee is responsible for all activities within its remit, as determined by the Trustee Board. The subcommittee is responsible for its own budget as approved by the Trustee Board.

### **Reporting procedures**

The Trustee Board maintains formal oversight of the activities of the subcommittee through bi-monthly oral reports. A written report reviewing current activities, progress and future plans is presented at Council meetings.

### **Relationship to the governing body**

The Research subcommittee is a subcommittee of Council which in turn is a subcommittee of the Trustee Board.

## **MEMBERSHIP**

**Chair: Zoe Mullan**

The subcommittee shall ordinarily consist of a Trustee (Chair of the subcommittee) and at least four other COPE Council members and, *ex-officio*, an Officer and the Executive Officer. Additional individuals may be recruited as needed to complete specific tasks. The terms of the members shall be no longer than the corresponding terms as Council members. The subcommittee shall confer not less than 4 times in each year via webinar with all work outside of this being undertaken through Basecamp (online project and email management system). A quorum at each meeting shall be 3 members.

The Committee shall have the following duties:

1. It shall review all applicants for membership of COPE against the criteria as outlined on the COPE website.
2. It shall annually review criteria for membership.
3. It shall annually review COPE's membership categories and make recommendations as appropriate.
4. It shall ensure all members' are served and their interests represented where appropriate.

### **Responsibilities and powers**

The subcommittee is responsible for all activities within its remit, as determined by the Trustee Board. The subcommittee is responsible for its own budget as approved by the Trustee Board.

### **Reporting procedures**

The Trustee Board maintains formal oversight of the activities of the subcommittee through bi-monthly oral reports. A written report reviewing current activities, progress and future plans is presented at Council meetings.

### **Relationship to the governing body**

The Membership subcommittee is a subcommittee of Council which in turn is a subcommittee of the Trustee Board.

## **NOMINATIONS**

### **Chair: Geri Pearson (Vice-chair)**

The subcommittee shall ordinarily consist of the Vice-chair and at least four other COPE Council members and, *ex-officio*, a Trustee and the Executive Officer. Additional individuals may be recruited as needed to complete specific tasks. The terms of the members shall be no longer than the corresponding terms as Trustee/Council members. The subcommittee shall confer not less than 4 times in each year via webinar with all work outside of this being undertaken through Basecamp (online project and email management system). A quorum at each meeting shall be 3 members.

The Committee shall have the following duties:

1. Identify the need for new Trustees/Council members based on a gap in skills, experience, geography, and/or knowledge.
2. Review the process for recruitment; ensuring compliance with any specific requirements set out in the Articles of Association.
3. Consider the best methods for attracting a diverse range of candidates with the skills required.
4. Produce a shortlist of candidates for interview.

### **Responsibilities and powers**

The subcommittee is responsible for all activities within its remit, as determined by the Trustee Board. The subcommittee is responsible for its own budget as approved by the Trustee Board.

### **Reporting procedures**

The Trustee Board maintains formal oversight of the activities of the subcommittee through bi-monthly oral reports. A written report reviewing current activities, progress and future plans is presented at Council meetings.

### **Relationship to the governing body**

The Nominations subcommittee is a subcommittee of Council which in turn is a subcommittee of the Trustee Board.

## **COMPLAINTS**

### **Chair: Deborah POff**

The subcommittee shall ordinarily consist of a Trustee (Chair of the subcommittee) and at least four other COPE Council members and, *ex-officio*, an Officer and the Executive Officer. Additional individuals may be recruited as needed to complete specific tasks. The terms of the members shall be no longer than the corresponding terms as Council members. The subcommittee shall confer not less than 4 times in each year via webinar with all work outside of this being undertaken through Basecamp (online project and email management system). A quorum at each meeting shall be 3 members.

The Committee shall have the following duties:

1. Evaluate complaints and concerns raised to the attention of COPE which come within the remit of what COPE can look into.
2. Advise on necessary follow up for individual cases and provide guidance to journals and publishers as necessary.
3. Review and recommend updates to the remit and process for consideration of complaints.
4. Provide recommendations on general communication and expectations from journals and publishers in relation to complaints raised to their and COPE's attention.

### **Responsibilities and powers**

The subcommittee is responsible for all activities within its remit, as determined by the Trustee Board. The subcommittee is responsible for its own budget as approved by the Trustee Board.

### **Reporting procedures**

The Trustee Board maintains formal oversight of the activities of the subcommittee through bi-monthly oral reports. A written report reviewing current activities, progress and future plans is presented at Council meetings.

### **Relationship to the governing body**

The Complaints subcommittee is a subcommittee of Council which in turn is a subcommittee of the Trustee Board.