

COPE Trustee

COPE (Committee on Publication Ethics)

COPE was established in 1997 by a small group of journal editors in the UK but now has over 12 000 members worldwide from all academic fields. Membership is open to editors of scholarly journals and others interested in publication ethics. COPE provides advice to editors and publishers on all aspects of publication ethics and, in particular, how to handle cases of publication misconduct. It also provides a forum for its members to discuss individual cases. COPE does not investigate individual cases but encourages editors to ensure that cases are investigated by the appropriate authorities (usually a research institution or employer).

COPE is seeking to appoint a Trustee with a high level of business strategy experience (i.e. via a senior finance, business development, or strategic planning role).

Purpose of role

1. With the other Trustees, set the strategic direction of COPE and ensure its financial stability.
2. To ensure that the organisation complies with its governing document, organisation law, and any other relevant legislation or regulations.

Appointment and length of tenure

- The Trustee will be elected by the COPE membership.
- The Trustee will be appointed for three years, with the possibility of an additional term of a further three years.

Role summary

- Have experience of successfully delivering a range of business initiatives, change programmes and implementing performance measurement systems.
- Experience of programme and project level financial management.
- Leading COPE's processes for strategy development and delivery, non-financial performance management and business planning.
- Act as a Trustee for COPE (see: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3> and the document, "What it Means to be a Trustee").

Key responsibilities of a Trustee

- to ensure that the organisation pursues its objectives as defined in its governing document.
- to ensure the organisation applies its resources exclusively in pursuance of its objectives, i.e. the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are.
- to contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.

COPE Trustee

- to safeguard the good name and values of the organisation.
- to ensure the financial stability of the organisation.
- to ensure the effective and efficient administration of the organisation.
- to declare any conflict of interest while carrying out the duties of a trustee.
- to represent the organisation at conferences and meetings as appropriate.
- in addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they have to help the board of **trustees reach sound decisions**. This will involve scrutinizing board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of, the organisation's work in which the trustee has special expertise
- to attend meetings, and to read papers in advance of meetings
- to attend subcommittee meetings as appropriate
- to keep informed about the activities of the organisation and wider issues which affect its work

General

- Attend an in person 'retreat', usually lasting 3-4 days, held once every eight months (September, May, January).
- Attend and take part in meetings of the Trustee Board (four times a year, held by webinar with one being held at the retreat), Council (three times a year, held by webinar with one being held at the retreat) and the quarterly Forum (all by webinar).
- Act as liaison from the Trustee Board to other COPE subcommittees as required (or requested) by the Trustee Board or Executive Officer
- Represent COPE externally when required to do so.

Person specification

- Experience in strategic planning and delivery, change programmes and implementing performance measures.
- High level understanding of and judgement on business matters
- An informed view on academic publishing
- An ethical framework with which to judge academic publishing in general and editorial activities in particular
- Understanding of, and preferably experience with, a committee-led organisation.
- Presentation and communication skills
- Negotiation skills.
- High level of integrity.