

**Purpose, Composition and Responsibilities of the
ISHLT Publications Oversight Committee (POC)
March 31, 2020**

Committee Purpose

The ISHLT Board of Directors' work regarding its Publications mission is delegated in large part to the Publications Oversight Committee. The purpose of the Publications Oversight Committee (POC) is to oversee and harmonize the publications of the Society and ensure that they further the Society's Publications mission and strategy. The activities under the POC's purview include the following:

- Health Policy Guidance Statements
- Professional Practice Guidelines and Consensus Statements
- Standards Statements
- Journals
- Monographs
- Patient Education materials
- Press Releases, Public Comments
- All other publications, whether print or digital, bearing the ISHLT name

Committee Composition

The ISHLT Publications Oversight Committee (POC) shall consist of the following:

- Two Co-Chairs
 - One appointed by the Executive Committee
 - The other the CEO or other senior staff member
- The Chairs of the Sub-Committees / Editors of the publications under the purview of the Oversight Committee
- 4 At-Large members appointed by the Co-Chairs to ensure appropriate expertise and leadership, subject to approval by the Executive Committee
- A Board member appointed by the President will serve as an ex officio member of the committee and liaison to the Board
- The staff Director of Communications shall serve in a support capacity to the Committee

Terms

- The appointed Co-Chair shall serve a 2-year term, renewable once.
- The At-Large members shall each serve a 2-year term, renewable once

The appointed Co-Chair may not simultaneously serve in a Board position or on the Editorial Board for any other professional societies with overlapping membership and interest areas with ISHLT

Committee Co-Chair Responsibilities

- Serve as the POC representative to the Leadership Advisory Forum (appointed Co-Chair only)
- Provide initiative, leadership, and guidance to the POC members to accomplish their responsibilities as outlined in this document and to achieve the Society's Publications-related goals and strategies
- Work effectively with the ISHLT staff and the Committees/Editors under its purview
- Provide reports to the Board as requested
- Work with ISHLT staff to develop the agendas for all POC meetings and conference calls
- Lead all POC meetings and conference calls

Overall Committee Responsibilities

Strategy and Outreach

- Ensure ISHLT's publications portfolio furthers the Society's strategic plan, meets the needs of its members, and are not duplicative of or in conflict with each other
- Develop recommendations to the Board, upon request, regarding the Society's strategic plan as it relates to its publications mission, including purposes, goals and strategies, tactics and outcome metrics
- Assess the need for and develop proposals to the Board for the creation of new publications and/or Sub-Committees under its purview necessary to support or advance the publications mission of the Society
- Consult with the Sub-Committees / Editors under its purview, the Leadership Advisory Forum and Interdisciplinary Network Steering Committees, and Professional Communities as needed to:
 - Obtain input regarding strategies and tactics for the Society's publications mission
 - Proactively identify and approach potential partner organizations for collaborative publications projects that further both organizations' publications missions

Diversity

- Ensure the engagement of a diverse spectrum of members across geographies, specialties, genders, and generations, as appropriate, in the development of content for ISHLT's publications
- Ensure the Society's publications are relevant and accessible to all members of the Society across geographies, specialties, and genders

Sub-Committee Oversight (Standards and Guidelines Committee)

- Work with the S&G Committee to accomplish the following on an annual basis
 - Identify strategic priorities regarding S&G documents for recommendation to the Board
 - Identify the need for new publications that further the established publications goals and strategies of the Society and evaluate proposals brought forward for such
 - Identify opportunities to collaborate with other organizations on publications of joint interest
- Review and approve S&G applications and document final drafts prior to publication
- Develop, implement, and oversee adherence to policies and contracts governing the operational and fiscal aspects of S&G publications
- Provide guidance and oversight to the S&G Committee regarding policies related to content production, approval, and publication and oversee adherence to them
- Review and approve policies developed by/for the S&G Committee related to content production, approval, and publication
- Oversee adherence to COI policies related to S&G document production
- Ensure adherence to S&G policy and procedures and provide course correction as needed

Publication Editor Oversight (Journals, Monographs)

- Work with the Editors to accomplish the following on an annual basis
 - Identify strategic priorities regarding publications for recommendation to the Board
 - Develop annual plans and outcome metrics to deliver on the Society's strategic plan
 - Identify the need for new publications that further the established Publications goals and strategies of the Society
- Develop, implement, and oversee adherence to policies and contracts governing the operational and fiscal aspects of ISHLT publications
- Provide input to the Editors regarding policies related to content production, approval, and publication
- Review and approve policies developed by the Editors related to content production, approval, and publication
- Oversee adherence to COI policies related to journals and monographs
- Ensure the editorial integrity and independence of all peer-reviewed published content

Evaluation and Assessment

- Annually evaluate ISHLT's publications against the established goals, strategies, tactics and outcome metrics and provide a report to the Board, including recommendations for change/need for improvement as warranted
- Annually evaluate the performance of the S&G Committee and Editors against the relevant deliverables and provide a report to the Board, including recommendations for change/need for improvement as warranted

General

- Serve as the Conflict of Interest Resolution Committee for all of the Society's publications activities
- Lead the development, review, and approval of Public Comments and Health Policy guidance Statements
- Respond promptly and by the deadline to all assigned tasks
- Come prepared and participate actively in all conference calls and meetings

Qualifications/Skill Set Required of Appointed Committee Co-Chair

- A Society member in good standing
- Demonstrated skills related to governance and policy making and familiarity with publications
- Leadership, organizational skills, and responsiveness commensurate with chairing an Oversight Committee
- Knowledge of / experience with the policies, procedures, and project types under the purview of the POC
- Willingness and ability to assume responsibility for communicating with committee members, staff, the Board, and others as described above in a timely and proactive fashion
- Willingness and ability to assume responsibility for explaining and enforcing adherence to policies and procedures among volunteers

Key Interactions/Communications

- ISHLT staff members
- Interdisciplinary Network Steering Committees
- Professional Community leaders
- Leadership Advisory Forum members
- Board of Directors
- Collaborating organizations

Committee Co-Chair Time Commitment

- Quarterly (at a minimum) conference calls, including 1 for the purpose of conducting annual assessments
- One face to face POC meeting at the Annual Meeting
- Service on the Leadership Advisory Committee and attendance at their conference calls and annual meeting
- Regular communications with POC members

Committee Member Time Commitment

- Quarterly (at a minimum) conference calls, including 1 for the purpose of conducting annual assessments
- One face to face meeting at the Annual Meeting
- Regular communications with other POC members