

## BIC PRODUCTION DIRECTORS STEERING COUNCIL

### TERMS OF REFERENCE

UPDATED APRIL 2018

Page | 1

---

#### **Overall remit of the BIC Production Directors Steering Council (PDSC):**

- To anticipate and interpret the book industry's training requirements, plus any prospective opportunities for new training courses, for production topics including those for both the digital and physical supply chains.
- To ensure that existing BIC production training courses meet the requirements of the book industry supply chain.
- To raise awareness of BIC and its training courses.

#### **Remit and responsibilities of the BIC Production Directors Steering Council (PDSC):**

- Ensure that both the BIC PDSC and BIC Training, Events & Communications Committee are kept up to speed with the wider industry's supply chain trends and developments in relation to production.
- Anticipate, interpret & prioritise the production training needs of the industry.
- Promote BIC training courses in the book industry.
- Maintain an appropriate level of confidentiality at all times.

#### **Who should sit on the BIC Production Directors Steering Council?**

The criterion for sitting on this Council is as follows:

1) **Representation** – will be sought by BIC from the following:

- Academic publishers
- Trade publishers
- Printers
- BIC training providers

2) **Skillset** – members of the BIC PDSC should:

- Be aware of the on-going importance of production training within the book industry supply chain and how it impacts the book industry supply chain as a whole.
- Be up to speed with new technologies relating to book production.

#### **Individuals sitting on the BIC PDSC should:**

- Be able to attend every annual meeting of this Council
- Be able and willing to consider prospective training requirements with both an overall industry perspective in addition to their own organisation's perspective
- Hold a senior position of strategic influence within their own organisation with regards to book production
- Be an expert in their field

3) **BIC Member?**

- Anyone sitting on the BIC PDSC must be a BIC Member. Non-members can be invited to attend the meetings of this Council by a BIC member as a one-off (taster) after prior agreement with the Chair and BIC's Business Manager. NB: Non-BIC member invitees are not permitted to attend the meetings of this Council more than once and cannot make decisions or vote on any matters arising at the one-off meeting they attend.

#### **BIC Production Directors Steering Council Chair & Deputy Chair:**

**The Chair and Deputy Chair will be elected by the BIC PDSC members every 2 years.**

Responsibilities of the BIC PDSC Chair (and Deputy Chair when Chair is unavailable) are as follows:

**Administrative**

- To consult with BIC's Business Manager at least 2 weeks before each meeting to agree the agenda. (BIC will circulate the agenda at least one week before the meeting).
- To sign off on minutes prior to their circulation. (BIC will take and circulate the minutes within 3 weeks of the meeting once approved by BIC's Executive Director).
- To de-brief the BIC Business Manager (if not at meeting) within 1 week of the meeting taking place and before the minutes are circulated.
- BIC will arrange meeting room bookings
- BIC's Business Manager will circulate all approved minutes to the BIC Executive Director and the BIC Operational Board.

**General**

- To attend and run every meeting effectively and ensure the Deputy Chair is able to do so if this is not possible on occasion.
- To alert the BIC Business Manager if there are any issues with this Council, e.g. if identified training requirements are not moving along at a good pace; lack of attendance and/or input from attendees; etc.
- To commit to chairing the Council for a **minimum** 2 year term.
- To keep the Deputy Chair up to speed on all Council work – if required.
- To maintain appropriate confidentiality at all times, especially with regards the minutes and any other documentation.
- Generally promote the work of BIC and be a BIC Advocate.

**BIC Production Directors Steering Council Members:**

Members are invited to join the Council for their skillset, experience and contribution to the industry, as well as being a representative of their organisation. The responsibilities of all BIC PDSC members are as follows:

**Practical**

- To attend every meeting – where 2 consecutive meetings are missed, the Council may consider it appropriate for someone else to attend, either from the same organisation or from another organisation.
- To train a replacement and bring them fully up to speed on the Council's activity, should a BIC PDSC member leave their own organisation. This will be on the understanding that the Council will still want representation from that same organisation, which may not always be the case.
- To commit to sitting on the BIC PDSC for a minimum 2 year term – after which term, Council membership will be reviewed.
- To report the Council's activities back to their own organisation and return feedback at each meeting.

**General**

- Be willing and able to devote time to BIC PDSC work.
- Maintain appropriate confidentiality at all times, especially with regards to the minutes and any other documentation.
- Generally promote the work of BIC and be a BIC Advocate.
- Agree to the minutes taken at each meeting being made available to the BIC Executive Director and the BIC Operational Board. The minutes will include a list of attendees and apologies and may include direct reference to individuals and items discussed by individuals.

**Frequency of BIC Production Directors Steering Council meetings:**

The BIC PDSC will meet on an annual basis.

**Non-Training Items/Topics**

Any non-training-related issues which members of this Council would like to raise with BIC should ideally not be raised at the meetings of this Council but should instead be raised for wider discussion at the relevant BIC Committee or with The Publishers Association (PA), e.g. eBook production issues should be raised for the attention of the BIC Digital Supply Chain Committee; any print book production issues should be raised with the BIC Physical Supply Chain Committee; any non-supply-chain/production issues (which are out of scope for BIC) should be raised with The PA.

Page | 3

Representatives of the BIC PDSC are most welcome to join the BIC Training, Events & Communications (TEC) Committee which meets approximately every quarter.

Members of the PDSC are encouraged to liaise with BIC's Business Manager if they have items for BIC Committees to consider and/or if they would like to apply to join any BIC Committee.