

### Eye Editorial Board *–* Terms of Reference

1. **Purpose**

The purpose of the Editorial Board is to provide scientific and scholarly input, oversight, and contacts for the journal Eye. It is responsible for the editorial operations of the journal and reports to the Scientific and Research Committee.

1. **Main Activities**
   1. The individual responsibilities of each Board Member role are as follows:

**Editor-in-Chief**

Appointed by the Trustee Board, the Editor in Chief of Eye is delegated full responsibility for the strategic development of the journal consistent with the RCOphth's charter and general policies. The RCOphth relies on the Editor in Chief to ensure the journal content is of high quality and the editorial review process is both timely and fair. To carry out these duties the Editor in Chief has the following authorities:

* To appoint Editorial Board members, in consultation with the Managing Editor, to carry out the editorial operations of the journal.
* To make final decisions on editorial content and adjudicate appeal requests.
* To make minor adjustments to the scope of the journal in response to changes in the research community served by the journal.
* To propose significant changes to the scope of the journal to the Scientific Committee in response to changes in the research community served by the journal.
* To advise the Editorial Board as necessary.
* Represent and promote the journal at conferences and meetings.
* Promote the journal to peers, colleagues, and students, with the aim of growing the community of authors and readers
* Promote diversity in all its forms, ensuring that decisions and outputs are inclusive and consider a range of perspectives, and that representation on the committee is appropriate to achieve this.

**Associate Editors**

Appointed by the Editor in Chief or Managing Editor, Associate Editors have the following responsibilities:

* To make final decisions on editorial content and adjudicate appeal requests.
* Ensure review comments are fair and balanced.
* Act as Editor for special collections, such as thematic series, as required.
* Solicit articles and encourage colleagues to write papers for Eye.

**Section Editors**

Appointed by the Editor in Chief or Managing Editor, Section Editors have the following responsibilities:

* Secure suitable peer-reviewers for manuscripts and provide a brief recommendation to the Associate Editor or Editor in Chief.
* Solicit articles and encourage colleagues to write papers for Eye.

**Editorial Board Members**

Appointed by the Editor in Chief or Managing Editor, Editorial Board members have the following responsibilities:

* Assist with peer-review by reviewing manuscripts.
* Provide specialist input, e.g., translation of content into other languages.

1. **Status of Committee**
   1. The Eye Editorial Board is not authorised to make decisions other than in accordance with these terms of reference.
   2. The Eye Editorial Board is a Working Group.
   3. It reports to the Scientific and Research Committee.
2. **Membership**
   1. The Editor-in-Chief is appointed for a five-year term, renewable once. Other members typically serve a 3 year term, with a further 3 years subject to confirmation
   2. The Editorial Board is extensive, with no requirement for a minimum or maximum number of members. A full list of members can be found on the journal website: <https://www.nature.com/eye/editors>

The Editor in Chief shall be responsible for chairing meetings, liaising effectively with the Managing Editor.

1. **Meetings**
   1. There are two annual Editorial Board meetings, one in person and one virtually. All work is undertaken outside of these meetings.
   2. Notices of meetings shall be given by email.
   3. The Chair shall preside at every meeting or if they are unable or unwilling to do so, another member appointed shall preside as Chair in their place for that meeting.
2. **Quorum**
   1. All Associate Editors and Section Editors are expected to attend meetings; however, due to the global spread of the Board, no quorum is set.
3. **Representation on College Committees**
   1. The Editor in Chief shall attend at least one meeting of the Scientific Committee per year.
   2. Representatives shall serve on committees throughout their tenure, unless otherwise agreed with the Chair. It is permissible to send deputies where necessary.
4. **Reporting requirements**
   1. The Editorial Office shall keep notes of discussions, issues raised, and decisions made at its meetings.
   2. The Editor in Chief shall report once per year to the Scientific Committee.
   3. The Scientific Committee may, from time to time at their discretion seek any further information in relation to the discharge of its functions.
5. **Confidentiality**
   1. All discussions and materials related to the selection process are considered confidential and should not be disclosed outside of meetings or meeting related work.
6. **Conflicts of Interest**
   1. It is the responsibility of Board members to inform the Editor in Chief of any conflicts of interest.
7. **General**
   1. All correspondence and other dealings with professional and other organisations shall be prepared by College staff and shall have the approval of the Chief Executive officer, Honorary Secretary or, in their absence, the Vice- President, whose committee(s) cover the matter in question.
   2. The operational management of the Committee/Sub-Committee/Working group, and any work arising from it, are the responsibility of College staff; the role of members is to advise and provide a wider perspective.
   3. No sponsorship shall be sought or accepted without the involvement and agreement of the Partnerships and Sponsorship Manager or the Chief Executive.
   4. No member may be paid or accept payment in cash or kind for work undertaken on behalf of the Committee/Sub-Committee/Working Group without the prior approval of the President, Vice President, Honorary Treasurer, Honorary Secretary, or Chief Executive officer.
   5. Expenses to attend meetings shall be met at the usual College rates. Expenses for any other meetings either in the College or outside will only be paid with the prior approval of the President, Vice President, Honorary Treasurer, Honorary Secretary, or Chief Executive officer.
   6. As a group set up within the College, and under the terms of its Charter, the Committee/Sub-Committee/Working Group may not support any objective that would make it a Trade Union, nor shall its objectives extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers.
8. **Variation or Termination**
   1. These terms of reference shall be reviewed every 2 years and shall remain in force until varied or revoked by the Board of Trustees.

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