

Transactions and Memoirs Editorial Committee

General Description

- Committee is standing
- The Editorial Board is to consist of the Managing Editor, five Coordinating Editors, and about 15 Editors
- Term is four years

Principal Activities

To solicit, acquire, review, edit and publish articles in *Transactions and Memoirs*. *Transactions* papers should exceed 15 published pages.

Other Activities

The chair of the committee acts as Managing Editor and selects or nominates editors. (Note: editors require confirmation from the Editorial Boards Committee (EBC), but do not require Council approval.)

Miscellaneous Information

The chair of the Editorial Committee will be elected by the Council, upon nomination by the EBC. This committee will conduct at most one face-to-face meeting per year. Travel reimbursement for this committee has been designated at **LEVEL B**.

Editors normally serve no more than two consecutive terms.

Note to the Chair

Committee chairs should be informed, at the beginning of each fiscal period, of the budget of their committees and cautioned to remain within the budget. Such items as travel reimbursement, accommodations, and meals for guests of any kind fall within these budgets.

Work done by committees on recurring problems may have value as precedent or work done may have historical interest. Because of this, the Council has requested that a central file system be maintained for the Society by the Secretary. Committees are reminded that a copy of every sheet of paper should be deposited (say once a year) in this central file. Confidential material should be noted, so that it can be handled in a confidential manner.

Authorization

created 2/10/92dlh; updated 5/04/95; 11/01; 8/09; 8/11; 1/12; 9/12; 7/13 membership, Misc. Info. and Note to Chair

January 03, 2017 Council Minutes, Item 4.9.2

Changed the structure of the Editorial Committee to include Coordinating Editors.

Past Members

A list of current and past members is available here:

<http://www.ams.org/about-us/governance/committees/tams-past.html>