

INTERNATIONAL JOURNAL OF EDUCATION THROUGH ART EDITORIAL BOARD CONSTITUTION

1. The Editorial Board (hereafter referred to as ‘the Board’) shall be a Standing Committee for the World Council as defined by the Constitution (Article XIa) and the Procedures for the Appointment of Boards of the World Council as approved by the InSEA World Council Meeting, August 23, 2007.

2. Terms of Reference:
 - 2.1 The Board shall be responsible to the InSEA World Council. The World Council may review the Terms of Reference or Constitution of the Board, or any other competent business, at such times as it is deemed appropriate to do so by the Council.

 - 2.2 The responsibilities of the Board shall be:
 - a) to advise the World Council on all matters relating to the Journal of the InSEA;
 - b) to consider any matters referred by the World Council and submit reports to the World Council;
 - c) to be responsible for the editorial management of the International Journal of Education through Art;
 - d) to consider vacancies in the Editorial Executive as they occur and make recommendations to the World Council for appointment;
 - e) to act on behalf of the World Council in the appointment of a worldwide network of Editorial Consultants;
 - f) to liaise with other established Boards of InSEA and to respond to the submission of material from, or request submission of material from, other Boards for publication in the Journal;
 - g) to submit an annual report to the World Council at a periodic date determined by the World Council.

 - 2.3 The Board shall be empowered to establish working parties or other consultative groups to carry out specific tasks, subject to approval of InSEA Executive.

 - 2.4 The Board will normally meet once a year at a conference and at least once a year through virtual means.

 - 2.5 The minutes of the Board shall be submitted to the InSEA Executive and included as an agenda item for meetings of the InSEA World Council.

3. Constitution

- 3.1 The membership of the Board shall include members of the InSEA and consist of the following:-
- a) The World Council will normally appoint a Chair and two other members of World Council (at the time of their appointments) to the Board;
 - b) The President or Vice-President nominated by the President shall serve as an ex-officio member of the Board;
 - c) Members of the Board will typically appoint six reviewers, however, more may be appointed if the Board deems it important to do so.
 - d) The size of the Board will normally be no more than seven members.

- 3.2 Membership of the Board shall be made on a three year basis from nominations received with due regard being given to nominees’:
- a) education phase experience;
 - b) subject expertise;
 - c) gender;
 - d) geographical location;
 - e) ability to attend meetings and undertake work on behalf of the Editorial Board.

Vacancies on the Board shall be notified to membership of InSEA and nominations shall be received under arrangements and procedures determined by the World Council for Boards of the World Council.

- 3.3 The Council will be responsible for the appointment of the Chair and the following Editorial Executive posts in cognisance of recommendations of the Board:
- i) Editor
 - ii) Visuals Editor
 - iii) Assistant Editor
 - iv) Reviews Editor

All Board members are eligible for appointment to a designated post. Appointees to these designated posts shall serve for a period of 3 years, subject to annual review by the Executive Committee of the InSEA, and these appointments may be renewed for a further term of 3 years on the recommendation of the Board and subject always to approval of World Council.

- 3.4 Editorial posts other than those specified in 3.3 shall be determined by the Board with regard to needs and appointed by the Board from within the Board’s own membership.

- 3.5 A member of the Board shall not serve normally for more than three calendar years except for those members appointed to the posts specified in Paragraph 3.3 above. Establishment appointments to the Board shall be made for periods, which recognise duration of previous service on the Board and allow subsequently for continuity of membership with the retirement of three members each year. The World Council will take cognisance of recommendations of the Board in making establishment appointments to the Board.
- 3.6 The Chair, if not an elected or co-opted member of World Council, shall be invited to be in attendance at meetings of the World Council of InSEA.
- 3.7 The Publisher shall normally be invited to attend meetings of the Board.
- 3.8 The Editorial Board shall be empowered to invite specialist consultants to single meetings of the Board.
- 3.9 The Secretary of the Board shall be a member of the Board.

August 23, 2007