

## **UCL Press Executive Board**

### **Terms of Reference**

1. To provide operational oversight of the Press, advise the UCL Press Board on strategy, and report to the UCL Press Board on all aspects of the business.
2. To prepare budgets and staff structure for approval by the UCL Press Board.
3. To write and maintain the business plan for approval by the UCL Press Board.
4. To agree detailed policy for all aspects of the Press.
5. To review business cases for new ventures such as enhanced digital publishing and journals publishing for approval by the UCL Press Board.
6. To make recommendations to the UCL Press Board about all Press board and committee structures and processes, to ensure the appropriate chain of approvals for all aspects of the business.
7. To develop the commissioning strategy, including the regular review of new proposals for books and journals.