



TERMS OF REFERENCE FOR THE PRODUCTION AND PUBLICATION OF
SLEIPNIR
The Official Publication of the Icelandic Horse Society of Great Britain Ltd.

No.	Stage	Description
1.	<u>Status</u>	<ul style="list-style-type: none"> • As the official publication of the IHSGB, the frequency and content of the magazine is under the control of the Board of Trustees of the IHSGB Ltd. • Sleipnir is an exclusive benefit for members.
2.	<u>Timetables</u>	<ul style="list-style-type: none"> • The number of editions per annum will be set by the Trustees. • Trustees will agree with the Newsletter Editor and for the calendar year (12 months 1st August – 31st July): <ul style="list-style-type: none"> ○ submission dates for receipt of copy ○ dates for the production of the final proof of the compiled edition ○ dates for publication.
3.	<u>Process</u>	<ul style="list-style-type: none"> • The sourcing of articles, the collation, compilation and graphic design (layout and style) of the magazine is the responsibility of the Newsletter Editor. • The final approval of content, the proof reading, the printing (including finding a printer/the print run itself) and distribution is the responsibility, and will be undertaken by, the Board of Trustees assisted by the Membership Secretary. <ul style="list-style-type: none"> ○ Trustees take responsibility for the holding and use of members' data re. GDPR • Two Trustees will proof read each edition. The Newsletter Editor will be asked to make timely amendments if required. • Deadlines will be respected and adhered to by all parties.
4.	<u>Content</u>	<ul style="list-style-type: none"> • Articles for publication must only be received from current members of the Society. • Members may submit, for publication, articles written by a 3rd party ie: re-prints, specialist topics etc. These must be relevant to IHSGB members and copyright given. • Members may suggest non-member advertisers/businesses

contribute to the magazine. The inclusion of adverts will be at the discretion of the Communications Trustee who will also be responsible for the collection of any advertising income.

- Original articles submitted become the property of the IHSGB Ltd. and may not be reproduced elsewhere without permission of the Communications Trustee.
- Articles submitted by Trustees or Officers of the Society, acting in their 'official' role cannot be edited or amended without explicit permission of the author.
 - Such articles may well reflect Society policies and as such cannot be amended without agreement.
- The Newsletter Editor has editorial rights over articles submitted by the general membership
- All articles, once submitted to the Newsletter Editor, are embargoed for pre-release before the agreed publication date.
- Publication will only be through the official channels of the IHSGB and under the control of the Board of Trustees.

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Undertakings

The Trustees, the Secretary/Treasurer and the Membership Secretary all commit to making contributions to each and every edition of Sleipnir. These may be in the form of joint articles or copy submitted by a team led by the named Trustee but each 'portfolio' will be represented in each edition.

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Planning ahead

- Trustees will, in discussion with the Newsletter Editor, work to develop a program of content for the Society's year w.r.t. the official business/timetable of the IHSGB Ltd.
- The Board & Management Team, together with the Newsletter Editor, will ensure Sleipnir and its format (ie: hard copy, electronic etc.) and frequency remain fit for purpose and continue to engage the Membership by:
 - looking to improve print quality and distribution
 - looking for more advertising
 - welcoming increased contributions from other IHSGB areas and seeking more articles of a high standard from members and member sponsored specialist sources.
- In addition the Board will continue to develop international cooperation and exchange of ideas and articles with other FEIF countries.

7 GDPR review

These Terms of Reference represent the Society's 1st steps into ensuring compliance with GDPR. They become effective immediately. They will be kept under continuous review and amended as necessary to ensure continued compliance with the emerging legislation.

Author: Board of Trustees, IHSGB Ltd

Version: 29th March 2018

Effective Date: with immediate effect/date of publication

Review Date: July 2018