

Journal Editorial Taskforce



Terms of Reference

Date created:	May 2007	
Revised by:	Chief Executive Officer	Authorised by Board: December 2014
Commencement:	March 2014	End Date: March 2016
Main Contact:	CEO	Responsible to: Vice President/Board

1. Objectives and role description for journal editorial committee

Objectives

- To ensure the journal covers as many member areas/specialities as possible and as many states as possible.
- To ensure the journal provides a range of relevant and interesting articles for all members.
- All articles must refer back to the Association's Core Principles.

Role of the Editorial Taskforce

- Source articles/topics/writers on a range of articles, which reflect the needs of the current membership and influence potential new members
- Source articles from Allied Health Services **
- Be a current member of AAPM **
- Source/take photos of local AAPM events (need high resolution jpg files)
- Articles and photos are to be sent to the editor, Marilyn Bitomsky bitomsky@gmail.com
- Proof all potential articles and provide feedback (desired turnaround time is 24 hours)

2. Guidelines from editor

- The Editor will circulate to committee articles submitted for publication.
- Committee to provide advice on content, ensuring that the submitted article is of value to AAPM members and has sufficient educational content to justify publication.
- Committee to ensure article is appropriate for distribution to members.
- The Editor will do copy editing once the "ideas" contained in the article have been considered by the committee.

3. Composition and Selection Criteria

- a) Editorial Taskforce members will consist of no more than five people and be selected by the AAPM Board based on the skills, expertise and knowledge required to achieve the taskforce objectives.
- b) The composition for this Editorial Taskforce is will no more than 4 people meeting the following criteria:
 - i. Board member of AAPM
 - ii. An AAPM member with an interest and experience in delivering Practice Management Education
 - iii. Up to one member who is currently an Ambassador of AAPM who possesses extensive experience in Practice Management Education or in journalism
 - iv. The Editor of the Journal.
- c) The selection criteria will be as per the Board approved selection criteria process.
- d) The CEO of AAPM may from time to time co-opt others with qualifications, expertise and experience relevant to the Taskforce.
- e) Members who are not AAPM Directors or staff will serve in an individual capacity and will be appointed for their expertise. This is not a representational role and therefore there is no provision for an alternate to attend meetings.

4. Meeting Frequency

- a) As determined by the members of the Editorial Taskforce and in line with the approved budget.
- b) It is expected that the Editorial Taskforce will maximise use of virtual and online strategies including teleconferencing, and web-based meetings etc on an as needs basis.
- c) The Editorial Taskforce members will determine best and effective means of undertaking its role in order to achieve its overall objectives.
- d) Detailed requests for any costs associated with meetings of any kind that are outside the initial AAPM Board approved budget must be submitted in advance to the Chief Executive Officer outlining reason for additional funding support.

5. Reporting Responsibilities, Documentation & Accountabilities

- a) It is the responsibility of the Taskforce Co-ordinator to submit reports for the AAPM Board upon request. Board meetings usually occur every two months and the AAPM Head Office will issue a “Request for Report” notification in which the Editorial Taskforce are required to send a report no later than two weeks prior to the Board meeting.
- b) The Report must outline if any Conflict of Interest has been identified and detail any action taken to ensure the Editorial Taskforce process remained impartial.
- c) It is the responsibility of the appointed Taskforce Co-ordinator to promptly respond to any communication (letter/email/phone calls) sent from the AAPM Head Office seeking information, which may relate to member enquiries regarding their application.
- d) The Report will include sign off from the Editorial Taskforce that due process has been followed.

6. Communication/Records

- a) All communication, applications, correspondence and any other materials that are associated with or during the operation of this Editorial Taskforce remain the property of AAPM.
- b) The appointed Taskforce Co-ordinator must ensure all relevant materials including emails, attachments, applications etc sent directly to the Editorial Taskforce are also forwarded to the AAPM Head Office for archiving purposes.
- c) In event that the Editorial Taskforce is dissolved or a member resigns, all documentations and materials are to be handed over to the AAPM Head Office within 10 working days.

7. Confidentiality

- a) Editorial Taskforce members will be required to respect the confidentiality of the Editorial Taskforce process.
- b) Members must take all reasonable measures to protect from unauthorized use or disclosure, information provided to them by the AAPM Chief Executive Officer and indicated by AAPM to be ‘confidential’, ‘commercial in confidence’ or information that members ought to have known to be “confidential”.
- c) This confidentiality clause shall survive the expiration or termination of the members of the Editorial Taskforce.

8. Conflict of Interest

- a) Where there is a conflict of interest identified during the process it must be declared. If it is considered to be a remote connection that will not impact on the recommendation/report/outcome it must be noted in the AAPM Board Report template.
- b) If a conflict is identified then the member must not be part of the deliberations or assessments of the relevant application and/or issue. The AAPM Board Report Template must note this conflict of interest and the action taken to ensure the process remain impartial.

9. Remuneration and associated cost (including Budget)

- a) There are no sitting fees associated for this Editorial Taskforce.
- b) AAPM will arrange and pay for travel, accommodation and expenses incurred in attending any face-to-face meetings/assessments in accordance with AAPM Board approved budget.
- c) An initial task for the Editorial Taskforce is to determine how the taskforce will be best conducted effectively and efficiently in order to achieve its overall objective

10. Election of Taskforce Co-ordinator

At the first meeting of the Taskforce, a Taskforce Co-ordinator is to be appointed from those selected on the Editorial Taskforce.

11. Term of Appointment

- a) Appointment to the Editorial Taskforce is for the period of March 2014 to March 2016. Members will be eligible for re-nomination at the discretion of the Board.
- b) Members may resign at any time by written notice to the Chief Executive Officer of AAPM. The Board will appoint a replacement in the event of any vacancy. Replacement appointments will serve out the remaining time of the above term of appointment.
- c) Where, in the opinion of the AAPM Board, an Editorial Taskforce member is unable to continue to contribute effectively to the function of the Editorial Taskforce, the Board may terminate that member's appointment.

12. AAPM Head Office Role

AAPM's role in relation to the Editorial Taskforce is:

- a) The Taskforce Co-ordinator shall initially be responsible for convening meetings, coordinating and facilitating communication amongst members of the Editorial Taskforce and reporting to the Board in the most cost effective manner.
- b) AAPM Head Office will assist in providing appropriate meeting resources to allow the Editorial Taskforce to conduct face to face assessment (where required).
- c) AAPM Head Office will provide relevant information, data, research etc relevant to the interest of the Editorial Taskforce to assist in determining the best strategic approach in addressing issues outlined in 1 (a) above.
- d) AAPM Head Office will also assist in reporting to the AAPM Board and the implementation of the recommendations of the Editorial Taskforce once they are approved by the Board.
- e) Other Director/s may attend meetings to provide input and support to the Editorial Taskforce where necessary.

13. Conflict Resolutions

- a) It is the appointed Taskforce Co-ordinator to be responsible to identify and immediately resolve in the first instance within any current or emerging issues that could impact on the effective function of the Editorial Taskforce.
- b) If such issues cannot be resolved then the appointed Taskforce Co-ordinator is to formally raise this issue to the National Secretary outlining:
 - I. *The issue;*
 - II. *What has been undertaken to resolve the matter;*
 - III. *What advice is the Taskforce seeking from AAPM;*
 - IV. *Recommend option of solution for consideration.*
- c) Only after all process has been exhausted will unresolved matters be escalated to the President of AAPM in which the Board decision will be final.