



Editorial Board Working Group: Terms of Reference

Updated June 23, 2023

Next review: June 2026

Purpose

The purpose of the Editorial Board is to:

- Provide editorial assistance to support the production of *College Matters*.
- Plan and solicit content from contributors.
- Edit submitted articles for content (substantive editing) with staff's approval
- Flag any potential fact inaccuracies.

These Terms of Reference (ToR) are specific to the Editorial Board Working Group.

College Matters is a key communication tool for advancing registrants' understanding of the profession and what it means to be a regulated professional. Outcomes from the Editorial Board's work will be engaging content for readers and constructive feedback for staff.

Membership

- The Working Group will be appointed by the College's Board.
- Membership will consist of a chair and a vice chair (optional) appointed by the College's Board; and up to five (5) members, and the Chair of the Board (optional).
- Members will serve for two (2) years and can be reappointed.
- The chair and members may not serve for more than six successive years in the same position
- The CEO, Communications Officer, Administrative Officer and other staff will be *ex-officio* Editorial Board members.

Meetings

- Meetings (every 6-8 weeks during an editorial cycle) will be called by the chair or by staff as needed to ensure that publication deadlines are met.
- Quorum required will be two (2) voting members.

Duties and Responsibilities

It is expected that members will make every effort to attend meetings and meet their responsibilities and deadlines for the Editorial Board.

The Editorial Board will be responsible for:

- Providing input into *College Matters* content and theme.
- Identifying possible contributors.
- Soliciting content.
- Editing assigned articles for content within specific timelines and communicating with authors during courtesy review period, if needed.
- Assisting with the development of reference materials, if needed.



Resources and Budget

The Editorial Board will operate within the budget allocated by the Board of the College of Applied Biologists. Should unforeseen expenses occur, staff will seek authority to overextend the budget by the Finance Governance Committee Chair and the Executive Governance Committee.

Deliverables

- High quality content for *College Matters* and timely publication.
- Providing reports and recommendations to the Board and other committees, as required.