



AAQHC Editorial Sub-Committee

Terms of Reference

1 Primary functions of Editorial Sub-Committee

1.1 The primary function of the Editorial Sub-Committee is to work closely with the Editor to oversee the production of the AAQHC journal (JAAQHC) and the iQ Newsletter. The Sub-Committee is responsible for ensuring that AAQHC publications:

- Are of a high standard in both content and design
- Are informative, relevant and meet the professional needs of members
- Encourage eligible health professionals to join AAQHC
- Have content that reflects good professional and ethical practice, and
- Are promoted widely to members and other relevant organisations.

1.2 The Editorial Sub-Committee shall encourage and facilitate advertising and sponsorship of AAQHC publications. The Sub-Committee works within the guidelines of the Strategic Plan of AAQHC.

1.3 The Sub-Committee shall develop a business plan in line with the AAQHC Strategic Plan.

1.4 The Sub-Committee exists to advise and assist the Editor who takes ultimate responsibility for the content and timing of regular publications.

2 Editor

2.1 Qualifications

The Editor will be a quality or safety professional working in the health and/or aged care sector, with extensive experience in professional publications and possessing postgraduate qualifications in a relevant discipline. The Editor shall be a member of AAQHC and preferably credentialed by AAQHC. The Editor should have significant experience in clinical, educational and/or research activities directed toward the improvement of the quality and safety agenda in health and aged care. Excellent written and oral communication skills are essential.

2.2 Duties

The Editor works in collaboration with members of the Editorial Sub-Committee. Notwithstanding the authority of the Editor to delegate various duties as appropriate, it remains the ultimate responsibility of the Editor to:

1. Produce and manage production of the AAQHC publications; JAAQHC and iQ Newsletter
2. Maintain professional standards in these publications
3. Develop and expand AAQHC publications to meet reader expectations
4. Manage all matters related to these publications, including budget
5. Promote and advertise AAQHC publications
6. Provide Editorial support to authors

7. Liaise with members of the Sub-Committee and contractors
8. Develop and implement Editorial policy regarding the direction of AAQHC publications. All Editorial decisions shall remain the final responsibility of the Editor. If, in the opinion of the Editor, any content of AAQHC publications is likely to conflict with AAQHC policy, the Editor shall liaise with the AAQHC President.
9. Use the AAQHC email address developed for the editor to forward any correspondence related to the functions of the Editorial Sub-Committee
10. Email correspondence using the Editorial Sub-Committee listserver according to AAQHC policy, and
11. Ensure the Editorial Sub-Committee website is updated on a monthly basis to encourage submission of articles and to provide easy access to publication guidelines.

2.3 *Term of office*

The Editor shall be appointed by the AAQHC Council for a period of two years, which may be extended. Casual vacancies due to early departure of an Editor from office will be appointed as described in the process listed in 2.4.

2.4 *Appointment process*

The term of Editor will end at the Association's Annual General Meeting (AGM). Council shall notify all members at least one month before the AGM, in writing or electronically, that applications for the position are open. The President, Past President, Secretary and Treasurer will form a selection panel to examine all applications and present a recommendation to Council. The final decision shall be made by AAQHC Council and announced at the AGM. Applicants should submit a curriculum vitae and a covering letter addressing the applicant's suitability to perform the position. The selection panel may conduct interviews if considered necessary.

3 Editorial Sub-Committee

3.1 *Composition*

The Sub-Committee exists to advise and assist the Editor.

The Sub-Committee membership shall consist of up to 7 AAQHC members.

The Sub-Committee will also include the Editor and the appointed portfolio Council member. The AAQHC Executive Manager and the JAAQHC /iQ Newsletter Publisher may attend in ex-officio capacity and will have no voting or editorial rights.

The AAQHC Portfolio Councilor shall undertake to be the conduit between AAQHC Council and the Editorial Sub-Committee.

The Editorial Sub-Committee total number should not exceed 7. However, other members may be appointed at the discretion of AAQHC Council. Members should have an interest in professional publications and will not act as a representative of any organisation or geographic location.

Each Sub-Committee member will be responsible for an individual portfolio as described below.

3.2 *Duties of sub-committee*

- 1 Write and review articles submitted for publication
- 2 Seek suitable articles for publication
- 3 Actively promote AAQHC through its publications
- 4 Encourage and assist novice writers to publish

- 5 Develop and maintain relationships with other professional groups
- 6 Assist the Editor in the production of the journal and newsletter within an approved budget
- 7 Recommend future themes and topics to the Editor
- 8 Advise the Editor on operational decisions
- 9 Ensure currency of the Editorial Sub-Committee website.

The Editorial Sub-Committee shall elect a Assistant-Editor to support the Editor.

3.3 *Term of office*

All positions are for a two-year term, which may be extended by AAQHC Council. Members may apply directly to the Editor to be appointed to the Sub-Committee. All nominations for the Sub-Committee are subject to ratification by AAQHC Council.

3.4 *Appointment process*

The term of Sub-Committee members will end at the AGM. The Editor shall notify all members at least one month before the AGM, in writing or electronically, that applications for the vacant positions are open. Where necessary, the Editor and President shall form a selection panel to examine all applications and present a recommendation to Council. The final decision shall be made by AAQHC Council and announced at the AGM. Applicants should submit to the Editor a curriculum vitae and a covering letter addressing the applicant's interest in the position. The selection panel may conduct interviews if considered necessary.

4 **Frequency and organisation of meetings**

- Meetings shall be held monthly by teleconference.
- The agenda shall be distributed one week prior to the scheduled meeting date.
- A face-to-face meeting (if possible) shall be held each year at the annual conference.
- Minutes of meetings approved by the Editor shall be circulated to members and posted to the Sub-Committee section of the website within one week of the meeting.
- Meetings shall be chaired by the Editor. The Assistant-Editor is to chair in the absence of the Editor.
- A quorum shall be four that must include either the Editor or Assistant-Editor and the portfolio Council Member.
- In the event the Editor or Sub-Editor and the appointed portfolio Council Member are not present, the meeting shall be deferred to the same time and day of the following week with an email sent informing Sub-Committee members.

5 **Report to AAQHC Council**

The Editor shall report to the AAQHC Council through:

- The appointed portfolio Council member at the AAQHC Council monthly teleconference, and
- Presenting one written report per year to Council on AAQHC publications. This report, based on the Editorial Sub-Committee's Business Plan, shall cover the financial accounts, the operation of the Editorial Sub-Committee and plans for future issues.

6 Role of the Secretary

The Secretary shall be appointed by the Sub-Committee and shall liaise with the Editor to:

- Set the agenda for meetings
- Circulate the agenda for meetings one week prior to the scheduled date
- Circulate minutes of meetings within one week of a meeting, and
- Ensure the agenda and minutes are uploaded to the Editorial Sub-Committee web page

7 Role of the publisher

- Design and desk-top publish the Journal and Newsletter
- Circulate the draft of each publication to the Sub-Committee for proofreading
- Obtain final sign-off from the Editor prior to printing
- Conduct final proofreading and manage the printing and distribution of the Journal and Newsletter according to the publishing deadlines
- Upload the Journal and Newsletter to the members area of AAQHC website at <https://www.aaqhc.org.au/member.asp>, and
- Promote the availability of Journal and Newsletter to members and other organisations as requested.

8 Conduct of the Editorial Sub-Committee

Each member of the Editorial Sub-Committee shall demonstrate a commitment to the primary functions and duties of the Sub-Committee. In the event a member misses three consecutive meetings without notice or cannot maintain their responsibilities under their assigned portfolio they shall be asked to resign from the Sub-Committee. Applications shall be sought for a replacement Sub-Committee member as described in the process listed in 3.4.

9 General and portfolio responsibilities

9.1 General responsibilities

Commitment to the role of each Editorial Sub-Committee member shall be demonstrated by;

- An obligation of time and effort to the responsibilities of each portfolio held
- Responding to timeframes as requested
- Recruiting articles from a variety of sources
- Attending all meetings or providing an apology
- Tendering a written resignation where the commitment to the Sub-Committee cannot be upheld as specified within the Terms of Reference, and
- Meeting the Terms of Reference by:
 1. Writing and reviewing articles submitted for publication as per established policy
 2. Actively promoting AAQHC through its publications
 3. Encouraging and assisting novice writers to publish
 4. Developing and maintaining relationships with other professional groups
 5. Assisting the Editor in the production of the journal and newsletter within budget
 6. Recommending future themes and topics to the Editor, and
 7. Advising the Editor on operational decisions.

9.2 *Portfolio responsibilities*

Established portfolios include:

- Communications and Council Liaison (the role of the AAQHC Council member)
- Editorial policy
- Review panel and independent reviewers
- Network reports
- Proofreading
- Meetings management (Secretary)

Sub-Committee members are required to nominate for at least one portfolio at the first meeting they attend.

9.2.1 Communications and council liaison

- Ensure there is open and two-way communication between the AAQHC Council and the Editorial Sub-Committee.

9.2.2 Editorial policy

- Ensure the content of the AAQHC publications are consistent with the philosophy and strategic direction of the AAQHC and the Terms of Reference of the Editorial Sub-Committee.
- On a two yearly basis review the *Guidelines for Reviewers of Papers Submitted to JAAQHC* to ensure they uphold the philosophy and strategic direction of the AAQHC and the Terms of Reference of the Editorial Sub-Committee.

9.2.3 Review panel and independent reviewers

The Review Panel is charged with the responsibility of reviewing all articles received. The reviewers shall:

- Review all articles and papers submitted for publication as per the *Guidelines for Reviewers of Papers Submitted to JAAQHC*, and
- Return review comments in the timeframes set by the Editor.

Should any article require expert advice Editor shall recruit independent reviewers who are not necessarily Sub-Committee members but are AAQHC members.

9.2.4 Network reports

- Inform the designated networks of the need for a regular report.
- Obtain the report as per the publication scheduling timeframe and submit to Editor.

9.2.5 Proofreading

- Ensure the final drafts of AAQHC publications are correct in terms of layout, grammar, punctuation and presentation.

9.2.6 Meetings management (Secretary)

- Record meeting proceedings and distribute the minutes for comment within one week.
- Consult with the Editor on proposed agendas.
- Distribute final minutes one week prior to the next meeting accompanied with an agenda