



Editorial Board Working Group: Terms of Reference

Updated January 20, 2022

Next review: January 20, 2023

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
- Proofread submitted articles

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

College Matters is a key communication tool for advancing registrant's 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 Council.
- Membership will consist of a Chair and a Vice Chair (optional) appointed by the College's Council; and up to five (5) members, and the President (optional).
- Members will serve for two (2) years and can be reappointed.
- The CEO, Communications Officer, Administrative Officer and other staff will be *ex-officio* Board members.

Meetings

- Meetings (every 6-8 weeks) 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
- Proofreading assigned articles within specific timelines
- Assisting with the development of reference materials, if needed



Resources and Budget

The Editorial Board will operate within the budget allocated by the Council of the College of Applied Biologists. Should unforeseen expenses occur – the Chair will seek authority to overextend the budget by the Finance Oversight Board Chair and the Executive Oversight Board.

Deliverables

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

