

ANZBMS Newsletter Editorial Board Terms of Reference

1. Mission

The aim of the newsletter is to disseminate information relevant to all ANZBMS members. The ANZBMS newsletter is a subsidiary of the ANZBMS Communications Committee.

2. Editorial Board Structure

The ANZBMS Communications Committee seeks to appoint an Editorial Board representative of the diverse ANZBMS membership base. Membership is open to all financial ANZBMS members at any stage of their career, including student members.

The ANZBMS Newsletter Editorial Board will consist of the following members:

- Editor in Chief (x1)
- Copy Editor (x2)
- Editorial Board Members (up to 12)

At least 2 of these members will be members from the ANZBMS Communications Committee. These members will act as a liaison between the ANZBMS Communications Committees' other forms of publications, including the website, Twitter and Press Releases.

3. Duration of Term

- 24 months
- Members of the Editorial Board will be permitted to re-apply for a position on the Editorial Board at the end of their term. The maximum period of office is two (2) terms.

4. Application for position on the Editorial Board

- Must be a financial member of the ANZBMS.
- An expression of interest call will be made to all ANZBMS members by the Communications Committee. A brief biography will then be requested.
- All members of the Editorial Board will be elected by the ANZBMS Communications Committee.
- Once appointed, the Editorial Board members will be able to nominate and endorse candidates for the Editor-in-Chief or Copy Editor positions, when these positions become vacant. In the event that there are more nominees than available positions for a particular position, the ANZBMS Communications Committee will decide by majority vote.

5. Roles and Responsibilities of Committee Members

- The Editor in Chief, in conjunction with the Chair of the Communications Committee, will have final responsibility for the operations and policies of the ANZBMS newsletter.
- The Copy Editor/s will be responsible for proof-reading all the material that will be used for publication and putting it together using LucidPress.
- All Editorial Board members should be actively involved in brainstorming new ideas, developing future ideas, providing regular feedback and updates on responsibilities, completing their allocated tasks within the specified time-frame, and submitting content for publication in the ANZBMS Newsletter.

6. Governance and Procedures

6.1 Meetings

Meetings are held quarterly or as requested by the Editor in Chief. Such meetings may be i) face-to-face ii) via teleconference or iii) via email discussion, or a combination of these.

6.2 Minutes

Minutes of each meeting will be kept by an allocated member of the Editorial Board (this can be on a rotational basis throughout the year). Meeting minutes should be circulated within one week from the date of the meeting.

6.3 Attendance

In addition to members of the Editorial Board, advisers and other parties external to the Editorial Board may be invited by the Editor in Chief as a special guest attending in a non-voting capacity.

6.4 Voting

As far as possible, decisions or recommendations of the Editorial Board will be made by consensus. Where consensus cannot be reached, the majority of votes of the members of the Editorial Board will be used to decide or recommend. In the event of an equality of votes, the Editor in Chief shall have a second or casting vote. Typically, such voting will be via email communication. Members are expected to respond to all communications in a timely manner where a decision is required.

6.5 Quorum

Five voting members.

6.6 Adherence to standards

6.6.1 All matters relating to the ANZBMS Editorial Board are confidential. Where confidentiality is breached by a member, their position on the Editorial Board may be discontinued.

6.6.2 Where a member is operating outside the scope of these Terms of Reference, their position on the Editorial Board may be discontinued.

6.6.3 Conflict of interest. Members with potential conflicts of interest relating to particular topics must disclose these to the rest of the Editorial Board in a timely manner. Depending on the nature and level of conflict of interest, the member/s may be asked to recuse themselves from discussion and advice.

6.7 Procedures for Publication of the Newsletter

6.7.1 There will be 4 issues of the ANZBMS newsletter per year, one for each quarter. These will be distributed in between the release dates of the ECIC newsletter.

6.7.2 Newsletters will be distributed electronically and archived on the ANZBMS website.

6.7.3 The Editor in Chief will be required to approve the final version of each ANZBMS newsletter issue before seeking approval from the Chair of the ANZBMS Communications Committee.