



## **ECI Newsletter Editorial Board Terms of Reference**

### **1. Mission**

The aim of the newsletter is to create a sense of community among the Society's early career investigators (ECIs), highlight their work, and disseminate information relevant to ECIs.

### **2. Editorial Board Structure**

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

- Editor in Chief (x1)
- Copy Editor (x2)
- One representative member of the ECIC communications subcommittee (ideally this person would also be a member of the ANZBMS communications committee)
- Editorial Board Members (up to 7)

### **3. Duration of Term**

- 24 months

### **4. Application for position on the Editorial Board**

- Meet the definition of an ECI as defined by the ANZBMS
- Current member of the ANZBMS for at least 12 months
- Expression of interest with brief biography

Members of the Editorial Board will be permitted to re-apply for a position on the Board. The maximum period of office is two (2) terms. After this period, members will no longer be eligible to re-apply for a position on the Editorial board.

All members of the Editorial Board will be elected by the existing Editorial Board members.

Once appointed, the Editorial Board members will be able to nominate themselves for the Editor-in-Chief or Copy Editor positions, when these positions become vacant. Where there are more nominees than available positions for a particular position, the Editorial Board will decide by majority vote.

### **5. Roles and Responsibilities of Committee Members**

The Editor in Chief, in conjunction with the ECIC Co-Chairs, will have final responsibility for the operations and policies of the ECI newsletter. See also section 6.8.

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 (newsletter software).

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 ECI 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 Committee actions required between meetings**

Committee actions required between meetings may be undertaken without a meeting, using the email provisions for a full meeting and ratified at the next Editorial Board meeting. This should be filed with the minutes of the proceedings of that meeting.

### **6.4 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.

### **6.5 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 written ballot or email communication.

Members are expected to respond to all communications in a timely manner where a decision is required.

### **6.6 Quorum**

Six voting members.

### **6.7 Adherence to standards**

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

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

**6.7.3** 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.

## **6.8 Procedures for Publication of the Newsletter**

**6.8.1** There will be 4 issues of the ECI newsletter per year, one for each quarter.

**6.8.2** The 3<sup>rd</sup> or 4<sup>th</sup> Quarter issue (depending on the timing of the ASM for that particular year) will be published in hard copy and distributed in the delegate's conference satchels. The other 3 issues will be distributed electronically by Ivone Johnson (ANZBMS Executive Officer) to ANZBMS members.

**6.8.3** The Editor in Chief will be required to approve the final version of each ECI newsletter issue. The issue will then be sent to the ECIC Co-Chairs for approval. Once approval has been obtained from the ECIC Co-Chairs, the ECI newsletter will be sent to the ANZBMS Communications Sub-Committee Chair for final approval of content prior to distribution of the ECI newsletter. The final approved version of the newsletter will be sent to Ivone Johnson (ANZBMS Executive Officer) for circulation to the membership. The Editor in Chief will be responsible for processes described in this subsection.

The ECIC Co-Chairs and the ANZBMS Communications Sub-Committee Chair have agreed to review the newsletter and give feedback within 1-2 weeks of receiving the document