

Terms of Reference



ABC PF Editorial Board

(Date approved by CEO : 01/12/2016)

The affairs of the Editorial Board will be conducted according to the following:

1.0 Purpose

The purpose of this standing committee is, on behalf of council, to provide advice, guidance and peer review of the content intended for the association's professional magazine, *BC Forest Professional*.

BC Forest Professional has four primary goals:

- 1) Keep members informed of association business, member news and professional issues;
- 2) Provide members with a vehicle in which they can freely express their opinions about association business and professional issues;
- 3) Advance the goals of the association; and
- 4) Provide information about the profession to non-members.

Within the scope of these goals, the Editorial Board functions as an impartial and objective body independent of council with respect to the material submitted for publication.

2.0 Membership

- 2.1 The Editorial Board shall be comprised of not less than five (5) nor more than eight (8) members plus the councilor responsible for overseeing communications. The membership of the Editorial Board shall reflect the diversity of the membership and, to the extent possible, shall include members who have experience relevant to the work of the Editorial Board. The editor and managing editor shall represent staff.
- 2.2 Editorial Board members shall be appointed by council on the recommendation of the CEO who shall be assisted in bringing forward such recommendations by the editor and managing editor.
- 2.3 Other than the council representative, appointments to the committee shall be for two-year terms, renewable. A maximum of three consecutive terms may be served.

3.0 Duties, Functions & Responsibilities

- 3.1 Work with the magazine's editor to identify possible themes for each production year.
- 3.2 Provide advice and suggestions to the editor on possible article topics as well as article authors.
- 3.3 Provide the editor with peer-review of articles submitted and written by ABCFP members.
- 3.4 Discuss and provide feedback to the editor and managing editor on improvements to content, design and overall quality of the publication.
- 3.5 Using the criteria set by council, select the best article and letter submitted by a member from each issue and nominate the annual recipients of these awards (during the January meeting) for presentation at the annual meeting.

4.0 Conduct of Editorial Board Meetings

- 4.1 Editorial board meetings will be chaired by the magazine's editor.
- 4.2 Meetings are scheduled to coincide with the production of *BC Forest Professional*, generally every two months.
- 4.3 Since the *BC Forest Professional* production schedule must be maintained, decisions on material for publication will be made by Editorial Board members in attendance, regardless of their numbers.
- 4.4 While most Editorial Board business can be concluded without voting, on those occasions when votes are required, each Board member in attendance at a meeting shall be entitled to one (1) vote. If a member is unable to attend a meeting, his/her vote may be sent to the editorial staff in writing (e-mail or letter). Staff may not vote.
- 4.5 Robert's rules of order shall prevail if reference to rules of orders is required.
- 4.6 Most meetings will be held via teleconference call with one in-person meeting per year as scheduling and budget allows.

5.0 Budget

- 5.1 The Editorial Board budget shall provide for the cost of:
- 5.2 Editorial Board meetings, including members' expenses to attend one in-person meeting per year.
- 5.3 Consulting fees related to the Editorial Board's work.
- 5.4 Such other costs as may be approved from time to time.

6.0 Role of *BC Forest Professional* Editor

- 6.1 The editor shall be an ABCFP staff member, reporting to the ABCFP Director of Communications.
- 6.2 The editor is responsible for managing all aspects of the magazine's production.
- 6.3 The editor shall assign and co-ordinate all articles, including those written by ABCFP members, staff, and external authors.
- 6.4 All communication with authors must flow through the editor.
- 6.5 The editor will co-ordinate all work and communication with the magazine's designer and printer.

8.0 Notices, Agendas & Minutes

Every effort will be made to schedule meetings one year in advance. A meeting reminder will be given at the previous meeting. Agendas will be provided at least three (3) business days in advance of the meeting and minutes will be circulated with the next editorial board package.