



AUSTRALASIAN COLLEGE
FOR EMERGENCY MEDICINE

TERMS OF REFERENCE

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EMA JOURNAL MANAGEMENT COMMITTEE

A Committee of the ACEM Board

1. INTRODUCTION

The Australasian College for Emergency Medicine (ACEM; the College) publishes *Emergency Medicine Australasia* (EMA, the Journal) via a Publishing Agreement with John Wiley & Sons Australia, Ltd (the Publisher). The Journal publishes original articles dealing with all aspects clinical practice, research, education and experiences in emergency medicine.

The Journal Editor-In-Chief, via the Editor-In-Chief Agreement, has overall responsibility for the Journal's editorial content, implementation of the editorial policy and achieving the aims of the Journal. The Editor-In-Chief has editorial independence with regards to the content of the Journal. The Editor-In-Chief is supported by Section Editors and an Editorial Board in soliciting sufficient high-quality contributions to the Journal to comply with the production schedule, ensuring consistent standards of acceptance and rejection, adhering to ethical principles and best practice guidelines, declaring and handling any potential conflicts of interest appropriately, and for overseeing any other special features of the Journal as appropriate.

The Journal Management Committee has been established as a committee of the ACEM Board to oversee the strategic direction of the Journal program in accordance with these terms of reference.

These terms of reference are established under, and are subordinate to, the *Policy on College Entities*.

2. MEMBERSHIP

The EMA Journal Management Committee shall be composed of:

- (a) Ex-officio presidential members
 - the President or nominee
 - the President-Elect or Immediate Past President (as appropriate)
- (b) Up to three (3) persons, each appointed by the ACEM Board on the basis of their skills or interest in the Journal. This number shall include FACEMs who are not otherwise eligible for membership of the committee.
- (c) One independent, external person (non-FACEM) with demonstrated expertise in finance and/or publishing.
- (d) Editor-In-Chief (non-voting)
- (e) ACEM staff members:
 - the Journal Manager
 - Chief Executive Officer

2.1 Office bearers

The Chair shall be appointed by the Board from amongst the membership specified in clause 2(c) of these terms of reference. A Deputy Chair shall be nominated by the entity from among its membership (other than presidential ex-officio members).

The Deputy Chair shall act in the place of the Chair during any temporary absence, including for any matter(s) where the chair may be absent due to a conflict of interest.

3. RESPONSIBILITIES AND AUTHORITY

3.1 Responsibilities

- Oversight of the strategic direction of the Journal and defining of the aims and scope of the Journal
- Establishment of editorial policy and defining of the aims and scope of the Journal
- Selecting and recommending to the Board for appointment the Journal's Editor-In-Chief
- Determination of KPIs for the Editor-in-Chief, and monitoring on an annual basis of the performance of the Editor-in-Chief against these KPIs
- Receive and review the annual report from the Editor-in-Chief, which highlights achievements during the year and other issues associated with publishing the Journal
- Monitoring the performance of the Publisher against key performance indicators (KPIs) specified in the Publishing Agreement
- Receive and review the annual Publisher's report
- Receive and review reports from meetings of the Editorial Board of the Journal
- Provide advice to the ACEM Board in the relation to the performance of the Publisher and the Editor-in-Chief, and strategic direction and performance of the Journal

3.2 Extent of authority

The committee does not have authority to waive, vary or otherwise depart from:

- the above stated responsibilities
- its terms of reference
- the Policy on College Entities
- the terms or requirements of any approved policy or regulation, and
- the requirements of the Constitution and any relevant legislation.

3.3 Conflict of Interest

Individual committee members must declare any conflict of interest and otherwise act in accordance with the *ACEM Conflict of Interest Policy*. The details of any declaration of a conflict of interest must be fully recorded in the minutes of the relevant meeting.

3.4 Reporting

The committee shall report in writing to the Board following each of its meetings.

4. MEETING REQUIREMENTS

The policy allows for variation of meeting requirements, where this has been approved by the Board. The only such approved variations are as follows:

(a) Frequency of Meetings

The committee shall meet up to (3) times per year. One of those meetings shall be held face-to-face, and the remainder by teleconference. The committee may also be required to make decisions out-of-sessions, when necessary.

5. DURATION OF COMMITTEE AND OFFICE

- (a) While the committee remains in existence, a committee ‘spill’ of the appointed FACEM membership shall occur every two (2) years after the approval of these terms of reference.
- (b) The ongoing need for any appointee shall be reviewed at the time of each ‘spill’.
- (c) Ex-officio members shall hold office for the duration of the period they occupy the enabling office.

Suspension of Committee ‘spill’

The Board may suspend the need for a committee ‘spill’ when one is due if it is known that the committee will cease to exist within the six (6) month period immediately following the due date for the committee ‘spill’.

6. DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

6.1 Responsibilities

Document authorisation: ACEM Board
Document implementation: EMA Journal Management Committee/ Director of Policy & Research
Document maintenance: Manager Standards

6.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Jun-2016	Approved by ACEM Board
v2	Dec-2016	Revision to committee membership
v3	Oct-2018	Revisions to membership