



# Publications Steering Group

*An entity of the ACEM Board*

## 1. Introduction

These terms of reference are established under, and are subordinate to, the *Policy on College Entities* (the policy). Steering Group members should ensure they are familiar with the provisions and requirements of the policy.

These terms of reference include details of the following:

- membership – pursuant to the policy, some elements of membership may be varied by the ACEM Board;
- responsibility and authority over matters specific to the Steering Group entity; and
- operational matters – where these have been varied by the Board pursuant to the policy (e.g. the number of meetings to be held each year etc).

Otherwise, refer to the policy for details of all other matters pertaining to the operation of the Publications Steering Group.

## 2. Purpose

The Publications Steering Group has oversight of the ACEM magazine *Your ED*, and other college publications<sup>1</sup> as applicable and provides input regarding, content, themes and arrangements relating to the production, format and delivery of the magazine. The Publications Steering Group will work collaboratively with, and consider advice provided by, ACEM staff responsible for producing the magazine, and provide recommendations to the ACEM Board as required.

## 3. Membership

The Publications Steering Group consists of the following members:

- Ex-officio members:
  - a FACEM nominated by the ACEM Board from among its members
  - the ACEM Chief Executive Officer or nominee
- up to four (4) FACEM members appointed by the ACEM Board following a call for expressions of interest:
  - at least one (1) of whom is resident in Aotearoa New Zealand;
  - at least one (1) of whom is a resident in Australia; and
  - up to one (1) of whom may be a Retired Fellow.
- one (1) FACEM Training Program trainee appointed pursuant to the *Procedures for the Appointment of Trainee Members on College Entities*.
- one (1) College member who shall hold membership as either a Certificant, Diplomate or Advanced Diplomate and who is appointed by the ACEM Board following a call for expressions of interest.

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<sup>1</sup> While the oversight of the Publications Steering Group is exclusive of the Emergency Medicine Australasia (EMA) Journal, the Steering Group may engage with the EMA Journal Editorial Group, as appropriate, with respect to general College operations.

The following ACEM staff members will attend and participate in meetings of the Steering Group; however, are not members of the Steering Group and do not have voting rights in relation to matters being considered:

- Executive Director, Membership and Engagement
- General Manager, Communications and Media, or delegate
- Coordinator, Publications

### 3.1 Office holders

The Chair shall be elected from the membership of the Steering Group for appointment by the ACEM Board.

A Deputy Chair shall be nominated by the Steering Group from among its FACEM membership.

## 4. Responsibilities and Authority

### 4.1 Responsibilities

- In collaboration with College entities, the Coordinator, Publications, and other staff, consider and provide input into proposed content, themes and focus of the magazine, to ensure the strategic objectives of the Board and work of College entities are appropriately communicated to target audiences through *Your ED*.
- Provide suggestions in relation to potential articles and inviting identified College members, trainees and others to provide content to ACEM staff responsible for producing *Your ED*.
- In collaboration with College staff responsible for producing *Your ED*, consider and establish processes with regard to consideration of magazine content, out-of-session, as part of the regular *Your ED* production cycle.
- Provide regular reports, and recommendations as required, to the ACEM Board on the work of the group and the operations of *Your ED*.
- In consideration of member and trainee requirements and preferences, consider and provide recommendations to the ACEM Board in relation to future iteration and optimal format of *Your ED*.

### 4.2 Extent of authority

- (a) The Publications Steering Group shall provide updates and/or recommendations to the ACEM Board on the above matters but the authority to approve or not to approve such recommendations rests solely with the ACEM Board
- (b) The group does not have authority to waive, vary or otherwise depart from:
  - its stated responsibilities;
  - its terms of reference;
  - the *Policy on College Entities*;
  - the terms or requirements of any approved policy or regulation or similar document; and
  - the requirements of the Constitution and any relevant legislation.

### 4.3 Conflict of interest

In accordance with the ACEM *Conflict of Interest Policy*, individual group members must declare any conflict of interest and otherwise act in accordance with that policy. The details of any declaration of a conflict of interest must be fully recorded in the minutes of the relevant meeting.

### 4.4 Reporting

The Publications Steering Group shall provide a written report to the ACEM Board following each of its meetings for consideration by the ACEM Board at the next scheduled Board meeting. Recommendations requiring approval prior to the next scheduled meeting of the ACEM Board may be circulated to the ACEM Board for out-of-session decision, as appropriate.

## 5. Meeting Requirements

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

### (a) Frequency of Meetings

The requirements of the policy are varied to the following extent only:

- The Publications Steering Group will hold two (2) meetings each year.
- There is no requirement for an annual face-to-face meeting. Meetings and out-of-session processes shall ordinarily be conducted via electronic means.

The group may also be required to make decisions out-of-session (e-voting), when necessary.

### (b) Voting Rights

The requirements of the policy are varied to the following extent only:

- Ex-officio staff members do not have voting rights.

## 6. Duration of Steering Group and Office

Following a review by the ACEM Board at its meeting held in August 2022, operation of the Steering Group was confirmed for the revised period corresponding to the 2022 to 2024 Board term, with the purpose and function of the Steering Group to be reviewed again prior to the end of this Board term.

Also resolved by the Board at its meeting of August 2022 was that the composition of the Steering Group would be spilled, with existing members eligible for reappointment, subject to continuing to meet relevant eligibility requirements as outlined in Section 2 (a) to (d) inclusive.

## 7. Document Review

Timeframe for review:	Every two (2) years, or earlier if required, and informed by 5 above.
Document authorisation:	ACEM Board
Document implementation:	Executive Director, Membership and Engagement
Document maintenance:	Manager, Governance and Standards

## 8. Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Jun-2018	Approved by the Board
v1.1	Jan-2020	Administrative revisions to ACEM staff and department titles
v2	Dec-2021	Revisions confirming ongoing tenure of the Steering Group and staff in attendance
v3	Aug-2022	Contemporaneous review, revisions to Introduction, Purpose, Membership, Responsibilities, Extent of Authority, Reporting, Meeting Requirements and Document Review