

Editorial Committee (*In Touch* magazine): Terms of Reference

November 2023

Editorial Committee aims:

1. To publish the quarterly AUSIT magazine *In Touch*
2. To oversee the quality of the magazine
3. To ensure relevance to the profession
4. To source content for the magazine
5. To innovate and improve the content and presentation of the magazine
6. To ensure the magazine functions as a benefit for AUSIT members and as a promotional tool for AUSIT.

Terms of reference by member:

T&I Editor (paid position) – answers to AUSIT NC via Vice President (Comms & PR).

1. Chair the committee.
2. Lead communication with committee members.
3. Consult with committee about content of each issue.
4. Work with the Content Editor (employed by AUSIT) to source, edit and publish all content.
5. Produce Submission Guidelines and update as required.
6. Liaise with contributors over their submissions, in consultation with the Content Editor.
7. Liaise with Communications Officer over division of content with President's newsletter, the magazine's presence on the website, and as required.
8. Liaise with AUSIT's admin (currently Office Logistics) over announcing publication of each issue, and as required.
9. Liaise with web master (currently 5x5) over publication of each issue.
10. Liaise with AUSIT's various branch and national committee chairs and other role bearers to source content (regarding events and news) as required.
11. Consult Ethics and Professional Practice Committee over content when necessary (for example, to ensure unethical ideas/behaviours aren't promoted).
12. Source paid advertising from T&I industry stakeholders if/when possible.
13. Liaise with AUSIT NC via Vice President (Comms & PR) as required.

Members of Editorial Committee

1. Source relevant articles from own areas of expertise.
2. Write own submissions when appropriate, in consultation with the committee.
3. Send calls for submissions to AUSIT contacts and other members as required, in consultation with the committee.
4. Send calls for submission to other potential contributors (such as T&I industry stakeholders) as required in consultation with the committee.
5. Liaise with other committee chairs for relevant news from committees to include in magazine.
6. Advise the editors as required.
7. Review submissions as required.
8. Assist with the work of the editors from time to time as required.
9. Source paid advertising from T&I industry stakeholders if/when possible.

Terms of office:

1. Vice Chair (2 years, renewable), all others minimum of 1 year.

Reporting:

The **T&I Editor** reports to the AUSIT NC annually, and to the Vice President (Comms & PR) as needed.

Content Editor (paid position, employed by AUSIT to support the work of the Editorial Committee)

1. Liaise with T&I Editor to finalise content for each issue.
2. Edit all content for the magazine.
3. Liaise with contributors over their submissions and potential images to include, in consultation with T&I Editor.
4. Liaise with Designer over layout of content, images to use, etc.
5. Attend Editorial Committee meetings if/when appropriate, in agreement with T&I Editor.
6. Liaise with publisher for any printed issues.

Designer (paid position, as above)

1. Lay out all content (regular columns, articles, advertising, etc.) in consultation with the Content and T&I editors, in a timely fashion to meet publishing deadlines.
2. Source images from contributors and stock images as required.
3. Liaise with publisher to produce one printed issue per year.

Terms of office (Content Editor, Designer):

1. Contract to be renewed every three years.

Reporting:

The **Content Editor** and **Designer** report to the T&I Editor and to the Vice President (Comms & PR) as required.