Terms of Reference of the Journal Committee

It is proposed to establish **seven committees** of the Board with responsibilities for
(i) HR, Risk & Governance, (ii) Elections & Nominations, (iii) Finance and Audit, (iv) CPD,
(v)International, (vi) Journal & (vii) Membership Growth

1. Overall Purpose

The Board of the Irish Association of Social Workers CLG has established the Journal Committee to support and advise the Board on all aspects of the publication of the 'Irish Social Worker', Open Access Practice and Research Journal for the company.

The Committee has been delegated the authority to review all policies and practices as they relate to the publication of the Irish Social Worker Journal and to recommend any changes to the Board to keep all that the organisation does is in line with legislative and regulatory requirements and best practice.

The purpose of the Journal committee is to engage with professionals, academics, and scholars to select and publish high quality practice and research articles, make editorial decisions, manage the peer review process, and guide the journals overall strategy.

2. Terms of Reference

The overall function of the editorial committee is to assist, support and advise on the journal's editorial content and strategy. The roles and responsibilities of each member of the editorial committee are clearly defined and aligned with their areas of expertise to ensure that the journal meets rigorous academic and ethical standards and adheres to best practice in scholarly communication.

Specific functions of the Committee include but shall not be limited to.

Role of Chair

1. Provide information and feedback on the journal's direction and performance to the IASW board (provides annual report on the committee's activities and performance)
2. Ensure that the journal committee is effective
3. Review the development and induction of committee members / peer reviewers
4. Provide support to the Journal Editor
5. Ensure effective communication between the journal committee and Board of Directors the
6. Act independently and is free of conflicts of interest
7. Conduct Journal committee meetings (determines the order of the agenda in consultation with the editor)

Role of the Editor

1. Responsible for ensuring that the journal publishes a practice and research journal that falls within its scope and objectives
2. Manages the day-to-day operations of the journal
3. Promote the Journal where possible – either at conferences or through their own professional or academic networks
4. Ensure effective communication between the editor and chair of the journal committee
5. Ensure ethical integrity
6. Assess the quality of each submitted article and make recommendations based on feedback from the peer reviewers.
7. Process articles promptly and within an agreed timeframe

Approved 11.11.24

8. Can invite one guest editor per year. The editor retains editorial responsibility for the guest editor issue.
9. Advise on the direction of the journal by contributing their experience and insights regarding emerging areas of interest.
10. Help to develop the editorial board

Role of Editorial Committee

1. Collectively responsible for ensuring that the journal publishes a practice and research journal that falls within its scope and objectives
2. Offers help and assists the editor with decisions (evaluate and comment on article submissions and assist with decisions on whether article should be published)
3. Advise on journal strategy

Role of Peer Reviewers

1. Peer reviewers can be editor, subject experts, academics, practitioners, authors and editorial board members
2. Provide feedback to authors to improve their work and critically allows the editor to assess the articles suitability for publication
3. Recommend whether they believe an article should be accepted or rejected by the journal. Ultimate authority to make the final decision rests solely with the journal editor or the journal's editorial board.
4. The editor and editorial committee should not disclose any information about an article under consideration to anyone other than their editor, reviewers, potential reviewers, editorial administrative staff.

Role of Office / Administrative Staff

1. As per standard operating procedures

<u>3.Appointing the Editor of the Journal</u>

The Chair of the Journal Committee is responsible for the recruitment of the Journal Editor. The Chair in conjunction with the Office Manager will sign off on the recruitment process for the role. The Chair and outgoing Editor will review the applications and will recommend a candidate to the Elections Nominations & Motions Committee. The appointment of the editor will be signed off by the Board of Directors.

<u>Criteria for recruitment of Editor</u>

Essential:

- Member of IASW
- Have had an article published in The Social Worker Journal or other Journals
- A minimum of 5 years post-qualifying work experience as a social worker
- Ability to work well as part of a team
- Knowledge and understanding of the aims of the IASW

Desirable:

- Editorial experience
- Having an article published in a peer reviewed journal
- Active Member of a S.I.G. or current/previous member of ISAW Board/Council
- Post graduate qualification

Application procedure: applicants are to submit a C.V. outlining relevant experience and a cover letter stating their vision for the Journal, and the reason for their interest in this role.

Term of Tenure: Up to three years, with option of this being renewed for one year.

Role: As per the terms of reference for the journal committee.

Expenses: A Stipend of €3000 per year is provided to the Editor of the Journal. This stipend covers expenses accrued by the Editor. The Stipend is a fixed amount, agreed upon by the Board of Directors, which is given to the Editor in recognition of the service provided. Tax payable on the Stipend is to be covered by the recipient.

4. Membership

The Committee is appointed by the Board. It will include at least one Director of the Company, up to three non-Director members of the organisation and up to two non-members with specialist expertise (who will not be staff), to assist with its work. The term of office for members of the Committee will be three years, renewable for one further term either consecutively or cumulatively.

The Board will appoint the chair for a two-year term, which can be extended for a maximum of second two-year term either consecutively or cumulatively.
If a person appointed while a director is no longer on the Board, they may continue to participate in the Committee with the Board's approval as a non-Director within their overall terms of membership always provided there is at least one current director member of the committee.

While the Office Administrator (OA) and Chief Operations Officer (COO) are not a members of the committee, they will attend meeting. The OA or their nominee will provide administrative support to the committee and undertake the role of minutes secretary

5. Meetings and Reporting

It is envisaged that the extent of work to be undertaken by the Committee will require it to meet a minimum of four times per year. Meetings will be scheduled by the Board as part of the annual calendar of organisation meetings. Additional meetings may be requested by the Board or proposed by the Committee itself.
The quorum will be 50% of the members (rounded up if necessary) provided that this is never less than three people and that it includes at least one director.

Supporting documentation must be sent to Committee members no later than 5 days in advance of a meeting date.
A record of proceedings at meetings will be taken and circulated to all Committee members and to the Board within one week after each meeting. The minutes together with any documents as will assist in understanding the Committees work and will form part of the report of the Committee to the Board. No details of names of submitting authors will be shared beyond the Journal Committee meetings and will be held in strict confidence.
The Chairperson of the Committee will attend the AGM, present the Committees annual report, and respond to member's questions on the activities of the Committee.

The committee will report to the board on the outcome of its meetings and, following each meeting, forward a copy of the minutes to the Secretary of the board.

6. Resources

Members of the Committee, with prior permission from the Board, may seek independent advice which it considers necessary to discharge its obligations. The Committee may ask the Board for permission to seek any information it requires from any committee, employee of, or contractor to the company in order to perform its duties and to ask any of the above to attend a meeting of the Committee to assist it in its work.

7. Code of Conduct

7.1 Committee members will: -

- maintain confidentiality unless authorised to speak on matters outside of meetings.
- respect organisational, board and individual confidentiality.
- declare any conflict of interest, or any such circumstances as may be viewed by others as conflicting as soon as it arises.
- not break the law or go against any regulations in force.
- support the organisation's aims and objectives and actively promote them.
- abide by the organisational policies and procedures.
- not represent or speak to the media or any public forum about the business of the IASW without the prior knowledge and approval of the Chair of the Board or COO.
- when speaking as a private citizen I will aim to uphold the reputation of the organisation and those who work and volunteer for it.
- not personally gain from my role as a committee member, nor will I permit others to do as a result of my actions or negligence.
- document expenses and seek reimbursement according to agreed procedures.
- not accept gifts or hospitality without the consent of the Chair of the Board or COO.

Appendix: The Journal Standard Operating Procedures.

Approved by the Board on; 11.11.24

Chairperson's Signature; Vivian Geiran __________________ **Date; 11.11.24**