

Australasian Journal of Ultrasound in Medicine

Editorial Board

Terms of Reference (TOR) including Roles and Responsibilities

Approved by the ASUM Board of Directors: 21 November 2021

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BACKGROUND

The Australasian Society for Ultrasound in Medicine (ASUM) is the peak body for medical ultrasound in Australia and New Zealand. ASUM strives to ensure high quality health outcomes by fostering a collaborative multi-disciplinary community of highly competent health professionals who deliver ultrasound excellence.

ASUM Board of Directors is responsible for establishing a system of organisational governance that will ensure strong leadership and management of ultrasound training and education. Constitutionally the ASUM Board of Directors may delegate any of its powers and/or functions to one or more committees or Boards consisting of such member or members of ASUM as the Board deems appropriate. Any committee so formed must conform to the ASUM Board of Director's Strategic Plan and Constitution.

The Constitution defines the governance structures and operational activities of ASUM. Relevant features of the ASUM governance structure for the AJUM Editorial Board and Reviewer Panel are as follows:

The ASUM Board of Directors is the controlling authority of ASUM and is responsible for the effective governance and management of the organisation. The Board of Directors will operate in accordance with the Constitutional Objects for the collective benefit of the Society and ultrasound throughout Australia and New Zealand.

- The Board of Directors may delegate powers and/or functions to Board Committees operating under independent charters approved by the Board of Directors.
- The AJUM Editorial Board has been approved by the Board of Directors to operate within this Terms of Reference for the effective delivery of the scientific journal in line with the aims and scope of the journal and enabling best practice in medical ultrasound.

OBJECTIVES

The primary objectives of the Editorial Board are to:

- a) Produce four (4) issues of the Australasian Journal of Ultrasound in Medicine (AJUM) – February, May, August and November.
- b) Ensure that the required scientific content is of best practice standard and is representative of the entire ultrasonographic industry; and
- c) Perform duties and responsibilities in accordance with the powers and functions delegated by the ASUM Board of Directors.

AJUM EDITORIAL BOARD – STRUCTURE

Membership of the AJUM Editorial Board shall be constituted as follows:

- (a) The Editorial Board shall consist of a minimum membership of ten (10) members comprising of;
 - i. Diverse specialties as deemed appropriate to the ASUM membership, and
 - ii. Include sonographer and medical researchers
 - iii. One researcher with social media expertisewith a minimum of three (3) year's professional experience and the necessary skills and experience to provide independent, high quality editorial advice;
- (b) The ASUM Board of Directors shall appoint an appropriate Editor in Chief to lead the Editorial Board , and act as Chair for the Editorial Board meetings, for a period of five (5) years.;
- (c) AJUM Editorial Board nominations shall be on the relevant ASUM Expression of Interest (EOI) form. The Chief Executive Officer (CEO) will work with the Editor in Chief, as well as input from the Editorial Board on all nominations received. Each appointment is subject to ratification by the ASUM Board of Directors;
- (d) The term of the members of the AJUM Editorial Board shall be three (3) years and may be renewed for an additional two terms or based on specialty requirements;
- (e) Members of the Editorial Board must not represent industry and must declare any conflicts of interest
- (f) Secretariat support is provided by the ASUM secretariat services in an ex-officio capacity.
 1. The Committee secretariat function is held by the ASUM Policy and Standards Officer.

2. Expert Working Groups will be established to develop or review content for a specific project and disbanded at the conclusion of the work.

EDITORIAL BOARD – ROLES AND RESPONSIBILITIES

Editor in Chief (Chairperson)

- (a) Effective leadership to develop, implement and achieve the strategic goals of AJUM
- (b) Provide leadership to the Editorial Board and the editorial office, including support for those new to the peer-review process
- (c) Ensure the publisher and the AJUM Editorial Board work together to source best practice scientific content representative of the entire ultrasonographic industry;
- (d) Understanding and upholding the Editorial Board Objectives;
- (e) Continue to drive the highest possible scientific standards and content
- (f) Oversee the administration of the Journal submission, peer-review, editorial and publication processes
- (g) Ensure the publisher, AJUM Editorial Board and AJUM reviewers work together to assess, review and polish submitted scientific content;
- (h) Progress AJUM to Medline listing;
- (i) Promote efficient, transparent, effective and fair processes;
- (j) Provide a comprehensive record of meetings to Board of Directors.

Deputy Editor

- (a) Act to support the role of the Editor in Chief as described above
- (b) Act as default editorial decision-maker for any submission on which the Editor in Chief is a co-author
- (c) Promoting efficient, transparent, and fair processes to avoid conflict of interest; and
- (d) Is an active member of the editorial board

AJUM Editorial Board

The editorial board is comprised of a diverse range of experts that have technical knowledge and/or represent the interests of their ultrasound specialty (e.g., General, Obstetrics & Gynaecology, Vascular, Cardiology, Emergency, Musculoskeletal, Critical Care).

Is required to:

- (a) Source the required best practice scientific content that is representative of the entire ultrasonographic industry;
- (b) Provide constructive feedback to manuscripts and each issue in a timely fashion;
- (c) Receive and evaluate manuscripts and book reviews, request more information where required and determine which articles are to be included in which edition of AJUM;
- (d) Allocate manuscripts to appropriate reviewers;
- (e) Recommend potential peer reviewers to further support the AJUM review process;

- (f) Commission authors to submit manuscripts in their specific area of expertise;
- (g) Participate in Board meetings via teleconference (held once a quarter) and contribute to the major decisions regarding AJUM;
- (h) Provide assistance to the publisher/editor in chief when requested;
- (i) Uphold the integrity of AJUM as a scientific journal;
- (j) Promote efficient, transparent, effective and fair processes;
- (k) Manage any conflicts of interest that arise and
- (l) Agree to their names being published on the contacts page of each issue of AJUM.

Appointment

The Editor in Chief is a specialised role and is appointed by the Board of Directors.

The editorial board requires appropriate skills in research and publishing. Expressions of interest are open for nomination and appointment is ratified by the ASUM Board of Directors at their earliest opportunity.

ASUM Secretariat

The ASUM secretariat works with the Chair to assist the editorial board in meeting its outcomes and operating in line with the Editorial Board Objectives. The secretariat is appointed and employed by ASUM.

Responsibilities

In regard to the editorial board, the principal responsibilities of the secretariat include:

- Providing secretariat support to the Chair and editorial board:
 - Organising meetings (agendas, minutes, notices of meetings)
 - Ensuring all documents are available for the meeting
 - Distributing documents at least seventy-two (72) hours prior to meetings wherever possible to allow time for committee review
 - Distributing documents to the editorial board upon meeting conclusion for confirmation
- Working in collaboration with the publisher to deliver a professional scientific journal quarterly to our members

EDITORIAL BOARD - MEETING PROCEDURES

1. The Committee meets and adjourns as directed by the Chair :
 - at a minimum twice each financial year, preferably at the Annual Scientific Meeting; and
 - at other times, either in person, by teleconference or other electronic means.

2. Every effort is made to establish the date, time and venue/platform for each meeting at the meeting that precedes it. For meetings in person, notice of at least twenty-eight (28) days will be given. For teleconferences, notices of at least fourteen (14) days will be given. Notice is normally given by email to the nominated contact provided by members of the Committee.
3. An agenda and any supporting documentation will be provided at least seventy-two (72) hours in advance to each member of the Committee via email.
4. Minutes of each meeting are taken by the PSO, then provided to the Chair for approval before circulation to the committee; minutes are adopted and passed at the next meeting.
5. The Chair of the Committee reports to the ASUM Board of Directors on the proceedings and on all recommendations.

CONFIDENTIALITY OF PROCEEDINGS

The Editorial Board and all its members (including all the specialists involved in different expert groups) are reminded that all proceedings are confidential.

CHANGES TO THE TERMS OF REFERENCE

1. The Editorial Board will review this Terms of Reference annually and make recommendations for change, if any, for ASUM Board of Directors to consider.
2. These Terms of Reference may only be changed with the approval of ASUM Board of Directors.

CONTACT

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APPROVAL AND REVIEW

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