



Forestry Australia TERMS OF REFERENCE e-Publication Editorial Working Group

Approved: August 2025

Next review: August 2026

PURPOSE

The Editorial Working Group (EWG) supports the development and delivery of Forestry Australia's fortnightly e-Publication by maintaining editorial standards, supporting the delivery of high quality, relevant and engaging content, and ensuring the publication reflects the organisation's values.

SCOPE

The Editorial Working Group's main responsibilities include:

1. **Proofreading:** Participating in a rotating roster to review and proofread each edition of the fortnightly e-Publication, with one member assigned per edition to provide timely editorial feedback and suggestions to the Communications Officer prior to publication.
2. **Editorial review and feedback:** Review and approve all forest-related, member-produced articles submitted for publication, ensuring they align with editorial standards and Forestry Australia's values, reflect diverse perspectives, and maintain professional and factual integrity. The EWG will also provide constructive editorial feedback to contributors where appropriate. Where consensus cannot be reached to meet approval, decision-making will revert to the President and Vice President, or their (Director) nominees, to resolve any conflict.
3. **Approach members for content:** The EWG are encouraged to approach members to prepare articles for the e-Publication – helping to generate topical and engaging content, while fostering diverse contributions that reflect the breadth of membership.

To maintain focus on strategic and editorial content, the following areas will remain outside the Editorial Working Group's remit and will continue to be managed through other channels:

- Member spotlights
- Branch updates
- Reports
- Vales

MEMBERSHIP

The EWG will comprise a small group of Forestry Australia members with relevant experience and interest in science communication, writing, editing, or forestry knowledge dissemination. The Group will comprise:

- Staff representative who will Chair the meetings (e.g. Communications Officer)



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- Four to six members who are nominated by the Board or CEO or respond to a call for Expressions of Interest.

Members will be approved by the CEO for a term of two years.

MEETINGS AND COMMUNICATION

The Editorial Working Group will primarily operate on an ad-hoc basis via email but may convene meetings as needed (e.g. quarterly).

AUTHORITY AND DECISION MAKING

- All policies and procedures require endorsement by the Board.
- The Editorial Working Group is formed under the auspices of Forestry Australia's Board to action its purpose (listed above) and to consider additional issues referred from the Board.
- The Editorial Working Group does not have a budget; however, reasonable meeting expenses, including teleconference facilities, will be covered under Forestry Australia's operating budget.
- The Editorial Working Group can apply to the Board for provision of additional resources if current resources are insufficient for the Group to achieve its purpose.
- The Editorial Working Group does not have the authority to execute contracts independently.
- The Editorial Working Group can make recommendations to Forestry Australia's Board in relation to initiatives both within and beyond the scope of this document though it has no authority to pursue these strategies without Board approval.
- The Editorial Working Group decision-making process shall be by consensus.