***Australian Journal of General Practice* Editorial Advisory Committee**

**Terms of reference**

1. **Name**

These Terms of Reference establish the *Australian Journal of General Practice* (*AJGP*) Editorial Advisory Committee (the Committee).

1. **Term**

The Committee has been established by the Royal Australian College of General Practitioners (RACGP) for an ongoing period, commencing on 1 May 2017. Each member may serve two terms of three years’ duration.

1. **Background/context**

The *Australian Journal of General Practice* (*AJGP*) is the peer-reviewed official journal of the RACGP. It aims to provide relevant evidence-based, clearly articulated information to Australian general practitioners (GPs) to assist them in providing the highest quality patient care; applicable to the varied geographic and social contexts in which GPs work and to all GP roles as clinician, researcher, educator, practice team member and opinion leader. *AJGP* values its commitment to peer review, editorial freedom and focus on general practice.

1. **Purpose**

The Committee is responsible for contributing to and supporting the editorial strategy of *AJGP* through provision of expert advice to the RACGP.

**Reporting**

The Committee reports via the Chair to the National Manager, Content and Creative, RACGP.

1. **Outcomes**

The Committee is expected to:

* provide the RACGP *AJGP* medical editors with support, information and advice on relevant issues related to general practice, general practice research, ethics and professionalism, potential themes and new projects and initiatives,
* contribute to the continuous improvement of *AJGP,*
* act as an ambassador for *AJGP*, encouraging submissions and working to increase the international profile of *AJGP* through professional connections and activities,
* promote and support linkages between the RACGP editorial team and other members of the general practice environment such as clinicians, academics, policy makers and administrators
* promote *AJGP* to colleagues and other potential readers, authors and peer reviewers.

To satisfy those outcomes, each member of the Committee will:

* agree to provide advice and leadership on theme selection for future issues of AJGP
* provide peer review of papers relevant to their field of expertise when requested by the medical editorial team
* attend at least two meetings each year (in person or via Skype) and actively contribute to discussion regarding strategy development/work
* be part of appeals processes in incidences of author disputes.
* respond to email and other correspondence between meetings in a timely manner
* provide insight, experience and information where required,
* participate in periodic reviews of policy and procedures
1. **Powers**

The Committee:

* possesses all the powers delegated to them by the RACGP pursuant to section 6
* cannot sign or incur any liability on behalf of the RACGP, without express authorisation from an appropriately RACGP-authorised delegate.
1. **Membership**

The Committee consists of a chair and eight members as selected in accordance with the criteria set out in section 9. The Chair is appointed by the CEO, RACGP and is responsible, with the support of the National Manager, Content and Creative for ensuring that all Committee positions are filled.

1. **Selection criteria**

Membership of the Committee is made by assessment against the following criteria:

* Significant experience in clinical general practice, medical education and/or research relevant to the mission of AJGP.
* Demonstrated commitment in advancing research and development of general practice leading to improved patient outcomes through dissemination of evidence based, relevant material to the general practice community.
* Agreement to undertake commitments outlined in section 6 plus not have conflicts of interest that would preclude this involvement.
* Demonstrated ability to represent the needs and interests of a key sector, or sectors, of RACGP membership.

Selection will also take into account the appropriate make-up of the Committee, which should be reflective of the diversity of backgrounds, locations and interests of RACGP membership.

When vacancies arise, new members will be assessed and appointed by a panel that includes the Chair of the Committee, and the National Manager, Content and Creative.

Membership of the Committee is voluntary and members are not remunerated. If travel is required, RACGP will cover all costs.

1. **Term**
* Member terms are for a maximum of three years.
* At the end of their initial term, each member may re-apply for an additional term. Each member may only serve for a maximum of two consecutive terms.
* Members resigning or retiring early may be replaced for the remainder of their term by the RACGP in accordance with section 9.
1. **Meetings**

Meetings are organised as follows:

* Maximum of four meetings per year (one hour).
* Each meeting will be held at RACGP National Office in Melbourne. Interstate members may attend via Skype.
* The *AJGP* Committee chair will facilitate each meeting.
* An agenda will be circulated at least one week prior to each meeting with members being given the opportunity to nominate agenda items for discussion prior to each meeting.
* Minutes will be circulated to all members within two weeks following each meeting.
1. **Confidentiality**

Unless otherwise agreed during the meeting and confirmed in writing in the minutes, all discussions and content of meetings remains confidential. Any agendas, minutes, documents tabled and related correspondence must not be circulated outside of the Committee without prior written permission from the RACGP.

1. **Conflict of Interest (COI)**

Members are expected to maintain the highest standards in their behaviour and activities when engaged in RACGP matters. No member may use their position, their authority or any information received to obtain an advantage for themselves or detriment for others. This includes avoiding conflicts of interest. Members must avoid pursuing any action, position or interest that conflicts with any RACGP action, position or interest. Members must comply with the *RACGP Conflict of Interest Policy*.

All Committee members will provide a written COI declaration on appointment to the Committee plus updates whenever their COI changes. At the start of each Committee meeting, updates to the COI will be noted. The presence of a COI may preclude that member from participating in activities noted in item 6 above and as such may preclude initial or ongoing appointment.

1. **Changes to these Terms of Reference**

This document shall be reviewed at least once every three years, at least one month prior to the three-year term expiry.

Last reviewed: March 2019