

ESSA Publications Committee Terms of Reference

Terms of Reference

1. Purpose

The Publications Committee oversees the development of ESSA endorsed, commissioned, or generated research publications, including position statements, consensus statements and guidelines, and collaborates with other organisations on the development of joint publications to assist with the translation and dissemination of exercise and sports science research for the benefit of ESSA professionals.

2. Definitions

In these Terms of Reference:

Board means the National board of ESSA

Chief Executive Officer means the Chief Executive Officer of ESSA

ESSA means Exercise and Sports Science Australia

Publications Committee means the Publications Committee of ESSA

Research Committee means the Research Committee of ESSA

3. Roles and responsibilities

Activities to be undertaken include:

- a. Managing the acceptance, development, and internal review of ESSA endorsed, commissioned, or generated research publications prior to publication, including but not limited to position statements, consensus statements, and guidelines in accordance with the Research Publications Development Policy and User Guide and ESSA research strategy and priorities.
- b. Proposing ESSA endorsed research publications to appropriate journals aligned with the professional practice of ESSA professionals.
- c. Identifying and recommending potential journals or appropriate dissemination pathways for submission of endorsed publications.
- d. Recommending to the Chief Executive Officer, ESSA support/endorsements for collaborative position statements/roundtable documents or other appropriate documents aligned with ESSA research priorities and strategy or other relevance to ESSA membership.
- e. Support the ESSA Research Committee in reviewing nominations and applications for ESSA Medals and ESSA research grants as required.
- f. Other research related activities as required from time to time under the direction of the Chief Executive Officer.

4. Authority

The Publications Committee is a Committee of ESSA. As such its general powers are limited to providing advice and recommendations to the Chief Executive Officer. Any decision-making powers will be delegated to the Committee by Chief Executive Officer.

The Publications Committee is to operate in accordance with these Terms of Reference.

5. Composition and structure

The Chair and the membership of the Publications Committee are appointed by the Chief Executive Officer following a call for Expressions of Interest to the ESSA membership. Expressions of Interest will be reviewed by existing Publications Committee members and recommendations brought to the Chief Executive Officer for consideration and decision.

Chair

The Chair of the Publications Committee should have a recognised track record in the conduct of exercise and sports science research and producing high-quality research publications with additional research leadership experience such as editorial roles in peer-reviewed journals and leading or chairing a committee.

The Chair will be appointed by the Chief Executive Officer from amongst the members for three years and may be renewed annually thereafter for a maximum of three years at the discretion of the Chief Executive Officer.

Membership

The Publications Committee will have up to 10 members, including the Chair, who are suitably experienced in research, publication and practice and are representative of the breadth of practice of exercise and sports science ESSA professionals. Diversity, equity and track record relative to opportunity will be considered when appointing new members.

Composition of the Committee:

- A maximum of nine (9) expert/senior contributors with extensive experience in the area/various domains of exercise and sports science. The inclusion of at least two senior practitioner/practitioner academics will be encouraged where practical.
- At least one (1) research active academic who is also a representative from a collaborating journal editorial committee or other relevant editorial board.
- Research Program Advisor, ESSA – Ex-officio
- Research and Project Support Officer, ESSA (Secretariat) – Ex-officio
- Manager, ESSA Policy and Advocacy Unit – Ex-officio
- Chief Executive Officer– Ex-officio

The Publications Committee may choose to appoint a Deputy Chair from amongst the members to support the Chair by chairing meetings from time to time in the absence of the Chair or in circumstances where the Chair may hold a conflict of interest in relation to an agenda item.

6. Terms of appointment

Members of the Publications Committee will be appointed for a term of up to three (3) years. Members can re-nominate for the Committee at the end of their term.

Members of the Publications Committee cannot simultaneously hold membership of the Research Committee or vice versa.

7. Responsibilities of Chair and Members

Chair

- a. Chair the Publications Committee meetings.
- b. Meet with the Research Program Advisor and Research and Project Support Officer to prepare an agenda that will promote and further ESSA publication strategy and priorities.
- c. Report on the status of action items and ensure progression of action items.

The Deputy Chair will assume the responsibilities of the Chair as required.

Members

- a. The Chair and Members will make and recommend decisions that reflect the best interests of ESSA and the membership.
- b. Will declare and manage all conflicts of interest with honesty and integrity.
- c. Read the agenda and the materials in advance of the meeting.
- d. Monitoring and reviewing action items.
- e. Be an active and constructive participant in meetings.
- f. Agree to attend all meetings at the rate of not less than 50 per cent or an absence of more than two (2) consecutive meetings without reasonable excuse and approval for a leave of absence from the Chair. Failure to attend two consecutive ordinary meetings without cause may lead to a member being removed from the Committee.

8. Ways of working

The Publications Committee is to meet a minimum of six (6) times per year.

Ad hoc meetings or activities may take place throughout the course of the year in support of the efficient conduct of Committee business.

A quorum shall be 50 per cent plus one (1) of the Members of the Committee.

Voting:

- a. Members shall have full voting rights.
- b. Decisions of the Committee shall be by majority vote if a vote is required.
- c. Persons who are not Members of the Committee but are invited to attend or hold an ex-officio

position, shall not having voting rights.

The agenda and publications for review should be sent at least seven (7) working days prior to the meeting to allow sufficient time for review.

The Publications Committee shall communicate, cooperate, and provide or seek advice as required with the Research Committee to jointly further ESSA research and publication activities for the benefit of ESSA.

The Secretariat will forward all communications to the Committee via the Chair.

Communications with any other Committee or Working Group shall be via the Chair with a copy to the Secretariat.

9. Reporting

The Publications Committee will:

- a. Report as required and appropriate to the Board and Chief Executive Officer.
- b. Submit papers to the Board, as appropriate, regarding ESSA research activities.
- c. Support the promotion and dissemination of the ESSA research strategy and publication activities of the Publication Committee to ESSA internal and external stakeholders.

The Secretariat will be responsible for producing minutes of the Publications Committee meetings.

Should the Committee wish to inform ESSA members of its activities, a report shall be prepared by the Chair and a copy forwarded to the Chief Executive Officer for approval and dissemination.

10. Administrative and budgetary support

Secretariat support for the Publications Committee derives from the ESSA Policy and Advocacy Unit.

Additional support for the Publications Committee may be requested.

Funding will be available for Committee Member honorariums, videoconference facilities, and face-to-face meetings, as required.

Committee Members have no delegated financial authority. Proposals by the Committee for any project funding must be provided to the ESSA Board, via the Chief Executive Officer.

11. Related documents

1. Committees of the Company By-law
2. Committee policies/procedures and Accreditation policies/procedures.
3. Governance Framework
4. ESSA Research Publication Development Guideline
5. Conflicts of Interest policy
6. Recruitment, Resignation and Removal of Contributors policy

7. Code of Conduct for ESSA Workers

8. Sitting Fees policy

12. Version history

Date	Version	Details
Oct 2018	1	New document
May 2022	2	<p>Harmonisation of wording and clauses with the Research Committee where relevant. Clarification on purpose, and roles and responsibilities, composition/structure, terms, ways of working.</p> <p>Added:</p> <ul style="list-style-type: none"> • Manager of Policy and Advocacy Unit as an ex-officio member, • ability of committees to elect deputy chairs, • responsibilities of Chair and members section. <p>Approved by the CEO on 31 May 2022.</p>
Aug 2023	3	<p>Transfer to new template.</p> <p>Updates: Definitions added; quorum updated; Secretariat title updated; voting process added; communications processes added; reporting requirements updated; funding processes updated; policy list/titles updated.</p> <p>Approved by the CEO on 1 August 2023</p>