

# Terms of Reference

## Breastfeeding Review Publication Team

### Approved by

Senior Manager Breastfeeding Information and Research

### Purpose

To publish the Australian Breastfeeding Association's academic, peer-reviewed journal *Breastfeeding Review* three times a year (March, July and November).

This work supports ABA's Strategic Plan Area 2: Health professional education in breastfeeding.

### Scope

Coordinate the sourcing and reviewing of submitted articles by peer reviewers and the preparation, editing, design and publication of *Breastfeeding Review*.

### Qualification and skills

Team members will be:

- Current voting members of ABA

Team members will work within ABA's:

- Workplace Health and Safety (WHS) policy
- Code of Ethics
- Code of Conduct

### Essential

- Completed ABA training as a volunteer breastfeeding counsellor or community educator (can be retired from these roles) or currently undertaking this training or completed ABA's orientation module including Workplace Health and Safety for those without ABA's Certificate IV in Breastfeeding Education.
- Ability to prioritise tasks, manage workload and meet deadlines.
- Ability to work effectively as part of a team.
- Proficient with use of Microsoft Office

### Desirable

- ABA Cert IV Breastfeeding Education
- Health professional qualification and/or IBCLC

Specific skill requirements for the Editor, Copy Editor and Designer are outlined in the respective Position Descriptions for each role.

### Ineligibility

- Non-voting members/non-members
- Inability to agree to abide by the ABA Code of Ethics or work within the ABA Code of Conduct
- Breaching the ABA Code of Ethics or ABA Code of Conduct

### Appointments

The Senior Manager Breastfeeding Information and Research appoints the *Breastfeeding Review* Editor.

The *Breastfeeding Review* Editor appoints the *Breastfeeding Review* Copy Editor and the *Breastfeeding Review* Designer.

The *Breastfeeding Review* Copy Editor appoints the *Breastfeeding Review* proofreaders.

External Editorial Panel members, the independent peer reviewers, are invited to join the panel by the *Breastfeeding Review* Editor.

### Term of office

The term of office for *Breastfeeding Review* Publication Team members is until the person chooses to resign or is no longer a member of the Association.

### Authority to act

The *Breastfeeding Review* Publication Team has authority to act within the guidelines of this Terms of Reference document, ABA's Constitution, ABA's Code of Ethics, ABA's Code of Conduct, ABA policies and procedures and the Delegations Manual.

### Reporting

The *Breastfeeding Review* Editor reports to the Breastfeeding Researcher and Health Professional Educator.

The *Breastfeeding Review* Copy Editor and the *Breastfeeding Review* Designer report to the *Breastfeeding Review* Editor.

*Breastfeeding Review* proofreaders report to the *Breastfeeding Review* Copy Editor.

### Finances

Reimbursements as per current ABA procedures.

### Training

Those who do not hold ABA's Certificate IV in Breastfeeding Education or not currently undertaking training must complete ABA's orientation training. Volunteers who have resigned more than 2 years previously should also undertake this orientation module as a refresher. Where needed, induction from senior ABA volunteers will be provided.

### Methods

Zoom/Teams meetings, email and document sharing via Sharepoint to collaborate on document development and revisions.

WG discussions and decision-making is expected to be open, collaborative and respectful. Decisions will be made by consensus.

### Deliverables

*Breastfeeding Review* published three times a year (March, July and November).

### Related documents

*Breastfeeding Review* Editor position description

*Breastfeeding Review* Copy Editor position description

*Breastfeeding Review* Designer position description

### Revision history

| Revision | Date      | Description of modifications |
|----------|-----------|------------------------------|
| 1.0      | July 2022 | Original document            |
|          |           |                              |