

Terms of Reference

ABA Breastfeeding Information Content Working Group

Approved by

Senior Manager Breastfeeding Information and Research

Purpose

To review ABA's Breastfeeding Information content on a cyclical basis and recommend appropriate changes for approval.

To maintain a consistent evidence based and high-quality standard of Australian Breastfeeding Association digital and print information.

The work will support all areas of ABA's Strategic Plan areas 1, 2, 3, 4 and 7.

Scope

Develop and maintain a cyclical review process of ABA website resource pages Booklets.

Assess ABA's breastfeeding information to ensure it is up to date and evidence based.

Make recommendations for updates to the Breastfeeding Information and Research (BIR) team.

Ensure all changes are consistent across other ABA resources, for example booklets, brochures and training materials.

Qualification and skills

- ABA Cert IV Breastfeeding Education
- Desirable - Health Professional qualification and/or IBCLC
- Demonstrated ability to critically evaluate research
- An understanding of the Association's Code of Ethics and Code of Conduct
- An understanding of the Association's 2020 to 2023 Vision and Mission and Strategic Plan
- An understanding of ABA's policies, guidelines and position statements
- Proficient with use of Microsoft Office
- Ability to edit written information for different audiences
- Ability to prioritise tasks, manage workload and meet deadlines
- Ability to work effectively as part of a team.

Ineligibility

Members will cease to be in the Breastfeeding Information Content Working Group (BICWG) if they:

- resign as a volunteer of the Australian Breastfeeding Association; or
- resign from the working group; or
- do not contribute to the work of the group for a period of 6 months or more (the WG Coordinator has discretion to extend this period).

Appointment

The BICWG Coordinator will be appointed, in accordance with the Australian Breastfeeding Association Delegations Manual, by the Senior Manager Breastfeeding Information and Research.

Working Group members are appointed by the BICWG Coordinator.

Term of office

The term of office for WG members is until the person chooses to resign or is no longer a member of the Association or does not contribute to the work of the group for a period of 6 months or more.

Authority to act

The BICWG has authority to act within the guidelines of this Terms of Reference document, the Australian Breastfeeding Association Constitution, the Code of Ethics, ABA policies and procedures and the Delegations Manual.

Reports to

Breastfeeding Information Teams Coordinator

Roles and responsibilities

1. Develop and maintain an extensive panel of 'reviewers' to evaluate current research and literature on breastfeeding and related fields. This will be in conjunction with the Scientific Information Officer.
2. Ensure that ABA's breastfeeding information is up to date and reflects current research and practice.
3. Use a cyclical plan to ensure all webpages and booklets are reviewed within a 5-year period.
4. Establish and maintain a record of references related to each breastfeeding information webpage and used in determining changes to materials produced by the Association.
5. Evaluate any new research and developments in relation to current ABA resources in accordance with ABA's [Scope of Practice](#). Report findings with implications indicating a need for change to ABA resources to the BIR Team.
6. Communicate new research and information to all relevant areas of the association via the appropriate channels, in close cooperation with the BIR team.
7. Work closely with the Training and Education Team to ensure consistency across the Association.
8. Evaluate the breastfeeding content of materials to be published, used, endorsed, sold or distributed by ABA, in consultation with the BIR Team for final approval.
9. Report on all activities to the Breastfeeding Information Teams Coordinator, quarterly.

Reporting

By WG Coordinator to Breastfeeding Information Teams Coordinator each reporting period.

Training

WG members, experienced in developing documents, to provide guidance and learning opportunities. All members to familiarise themselves with ABA's current documentation around communication and social media interaction.

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

BF Information webpages reviewed within 5yr period.

ABA Booklets 'major' review every 5 years.

BF Information consistent across website/booklets/training materials.

Revision history

Revision	Date	Description of modifications
1.0	May 22	Original document
1.1	May 23	Updated to incorporate booklet reviews and extend period from 3yrs to 5yrs