

Terms of Reference Proofreading and Approval Working Group (PRAWG)

TOR Approved by

Senior Manager: Growth and Engagement

Purpose

To maintain a consistent high-quality standard of Australian Breastfeeding Association publications, both printed and electronic.

To support all Key areas of the Association's Strategic Plan.

Scope

Adherence to the ABA Style Guide and Dictionary.

Liaison with all sectors of the Association.

Qualifications and skills

- ABA financial members
- Completion of ABA's Volunteer Induction
- Effective communication skills
- Ability to work effectively as part of a team
- Excellent English language and grammar skills
- Proficient using Microsoft Word
- Ability to edit written information for different audiences
- Formatting and editing skills
- Ability to prioritise tasks, manage workload and meet deadlines.

Ineligibility

Members will cease to be in PRAWG if they:

- Do not contribute to the work of the group for a period of 6 months or more
- Breach the ABA Code of Ethics or ABA Code of Conduct

Appointment

- The PRAWG Coordinator will be appointed in accordance with the Australian Breastfeeding Association Delegations Manual, by the Senior Manager Growth and Engagement. The coordinator is appointed for a period of 2 years and may be reappointed on review.
- Expressions of interest in joining the working group will be open to all eligible members and members will be appointed by the Working Group Coordinator.

Terms of Reference Proofreading and approval Working Group (PRAWG)

Term of office

2 years or until the person chooses to resign, is no longer able to meet the required qualifications and skills or become ineligible. Members may be reappointed on review.

Authority to act

The PRAWG Working Group 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.

Accountable to

Senior Manager Growth and Engagement or their delegate

Roles and responsibilities

The proofing and approval of:

- Printed and digital publications such as Essence, Breastfeeding Review, Talkabout, booklets
- Website information articles
- Professional eNewsletter
- Member eNewsletter
- National Support Office items including but not limited to, Media releases eDMs, NMW WBW HP seminars collateral
- Promotional material
- Branch, Region and Group items
- Random occasional large tasks such as: revisions of Breastfeeding Management in Australia, Breastfeeding ... naturally; Rainbow Families book; Bounty booklet
- BFWA items
- Breastfeeding Helpline; app content
- Podcasts

Reporting

Quarterly by the Working Group Coordinator to the Senior Manager Growth and Engagement or their delegate

Terms of Reference Proofreading and approval Working Group (PRAWG)

Finances

On request and as per current ABA procedures

Training

- All members must complete ABA's Volunteer Induction prior to appointment

Methods

- Working Group discussions and decision-making is expected to be open, collaborative and respectful. Decisions will be made by consensus.
- Email communication to Working Group members

Evaluation

The terms of reference shall be reviewed every two years from the date of approval and updated as required. They shall be altered to meet the current needs of the organisation and all committee members, by agreement of the majority.

Revision history

Revision	Date	Description of modifications
V2	November 2023	Update and standardisation of TOR for WGs
V1	July 2021	New. Approved by Senior manager, Breastfeeding Information and Research