

ARMA Editorial Working Group

Terms of Reference

The Editorial Working Group has been established by the Member Engagement Committee to assist the Committee and the Executive Office to create exciting and topical issues of the members magazine. The Group will suggest themes and topics, identify potential authors, originate content and come up with creative ways of engaging our members. The Group will report progress and outcomes to the Member Engagement Committee, at the intervals specified below. Members will be appointed on a 3-year basis (with the option of a second term), following an open call to ARMA members and an evaluation of the areas of expertise required. Appointments will be phased to ensure a balance between continuity and change in membership.

Scope of the Editorial Working Group

The objective of this Working Group is to ensure that ARMA produces a topical and engaging online members' magazine. The magazine will be highly readable, incisive, innovative, instructive and entertaining where appropriate. It will support the professional development of members, including those undertaking the ARMA Qualifications.

Designed to appeal to all in the research management profession, the content will be generated from a mix of external and ARMA writers, and will cover the major topics and issues affecting our profession. It will be an opportunity for research management professionals to put their name in print.

To achieve this, the Group will:

- Meet four times a year to identify and agree on engaging, relevant and varied topics for articles, and appropriate contributors to produce them. With support from the ARMA Executive Team, a member of the Group will take responsibility for corresponding with the contributor for each article.
- Where appropriate, the Working Group members may also contribute or write an articles for the magazine
- Between meetings, continue this process by email to ensure that the content remains timely and fresh, relevant and inclusive for all ARMA members. Review draft articles and provide comments for contributors, ensuring each piece meets their content brief and are relevant to the membership
- Review feedback to ensure that quality is maintained, noting ideas for content from readers

- Work alongside and cooperate with other Committees and working groups to ensure synergy, complementarity and efficiency.

Authority

The Member Engagement Committee will specify what it would like the Group to achieve and associated delegated authority.

Membership

To deliver the objective/s, the Group will consist of the following members:

- Phil Ward, member of the Member Engagement Committee and Chair of the Working Group
- A SIG Champion
- 5-10 members
- Head of Membership Engagement
- Our Editor

Additional support may be gathered from the Executive Office, and individuals may be co-opted as appropriate.

Meetings arrangements

The Editorial Working Group will meet every quarter, mostly virtually with the occasional in-person meeting.

Reporting

The Group will report to the Member Engagement Committee each quarter.