

Editorial Advisory Panel

Terms of Reference



**Forest
Professionals**
BRITISH COLUMBIA

Responsible for registering and regulating British Columbia's forest professionals

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Purpose and Context

The Editorial Advisory Panel (EAP) is an advisory body that collaborates with the editor and managing editor of BC Forest Professional (BCFP) magazine to review articles submitted for publication and identify topics and authors for future articles in the magazine.

BC Forest Professional (BCFP) magazine is written for, and targeted at, Forest Professionals British Columbia (FPBC) registrants. It has three primary goals:

1. Contribute to FPBC registrant ongoing competency by providing articles spotlighting the latest research, case studies, and information relating to the practice of professional forestry;
2. Keep FPBC registrants informed of news, bylaws, professional requirements, and professional issues that may affect their registration and/or practice; and
3. Provide FPBC registrants with a vehicle in which they can express in a respectful and professional manner their opinions and contribute to collegial debate on issues affecting the practice of professional forestry.

Guidelines for authors are posted on the FPBC website. The guidelines include an overview of the editorial process as well as the mandatory requirements of each submission category.

Authority

The production of a magazine is consistent with the *Professional Governance Act* as a means to support FPBC to fulfill its responsibilities under the Act, including:

- s22.2(g) to establish and maintain a continuing competency program to promote high practice standards amongst registrants.
- s22.2(k)(iii) in the course of exercising the powers and performing its duties under the Act, to promote and enhance the ability of its registrants to respond and adapt to changes in practice environments, advancements in technology and other emerging issues.

Membership

THE PANEL CONSISTS OF THE FOLLOWING PEOPLE:

- not less than five (5) and no more than eight (8) FPBC registrants.
- a chair, who is the managing editor of BC Forest Professional (and FPBC Director of Communications); and
- a FPBC staff liaison, who is the editor of BC Forest Professional.

TERMS OF REGISTRANT PANEL APPOINTMENTS:

- two-years, renewable.
- a maximum of three consecutive terms may be served.
- a registrant may end their term before the expiry date with written notice to the chair.
- a panel member may be removed before the expiry of the term by direction of the CEO.

PANEL APPOINTMENTS – PROCESS AND SELECTION CRITERIA:

- Opportunities to participate on the panel will be openly advertised to all FPBC registrants.
- Recommendations for panel appointments are brought forward by the managing-editor/chair.
- EAP members are appointed by FPBC Chief Executive Officer (CEO).
- Composition of registrants on the EAP shall aim to reflect the diversity of FPBC registrants and include consideration of:
 - registrants at multiple stages of career, of any registrant category;
 - who live and work in the interior and the coast geographic areas;
 - who work for a range of employers including First Nations, industry, government, consulting, academia; and
 - who work in a variety of areas of professional forestry practice.
- Priority will be given to registrants who have experience in communicating topics and issues related to the practice of professional forestry.

Duties, Functions, and Responsibilities

CHAIR (BCFP MANAGING-EDITOR):

1. Lead panel meeting discussions.
2. Ensure meetings are run efficiently and effectively, including ensuring an agenda is developed and panel feedback on articles is captured.
3. Ensure an annual schedule of meetings is set and communicated to panel members.
4. Ensure that action items are completed on time and hold members to account for their responsibilities.
5. Ensure an orientation process for new panel member appointments.
6. Serve as the first point of contact for dispute resolution should a matter arise in engagement with an author or within the work of the EAP.

PANEL MEMBERS – REGISTRANTS:

1. Provide editorial staff with registrant-based peer review on articles from the perspective of someone with education and experience in professional forestry, and experience with the needs and dynamics of the professional community.

Peer reviews shall include suggestions for improving the content or readability of an article; areas where additional references/footnotes may be required; and areas where clarification from the author is required.

2. Provide the editor with suggestions for future article topics and potential authors that would be of relevance and interest to forest professionals.

Panel members may be asked to recruit potential authors from within their networks of other professionals.

3. For each issue of the magazine, a single panel member will be selected to review the final proof, in addition to the editor, before the magazine goes to print. The review will follow a set of criteria set by the BCFP managing editor.
4. Using the criteria set by the Forest Professionals British Columbia Board, the panel will vote on the best article submitted by an author from each issue and nominate the annual recipient(s) for the BC Forest Professional magazine award (during the November meeting) for presentation at the annual forestry conference.

STAFF LIAISON – BCFP EDITOR:

1. Support the EAP chair in performance of duties, including development of agendas and taking notes.
2. Lead EAP meetings as requested by the chair.
3. Assign and co-ordinate all articles, including those written by FPBC registrants, staff, and external authors.
4. Be the sole point of communication with authors.
5. Convey feedback from the EAP to article authors.
6. Work with the authors until their article meets the standards acceptable for publication, as stated in the Guidelines for authors posted on the FPBC website.
7. In conjunction with the BCFP managing-editor, manage all aspects of the magazine's production including final decisions on article publication, placement, cover design, headlines, and use of photos, charts, graphs, and other illustrations.
8. Co-ordinate all work and communication with the magazine's designer and printer.

Conduct of Editorial Advisory Panel Meetings

1. **Meeting Frequency:** Meetings will coincide with the production of BCFP, generally every three months.

The approximate time commitment annually is 12-16 hours, and is considered an eligible CPD learning activity for FPBC registrants.
2. **Scheduling and Agendas:** Agendas will be provided at least three (3) business days in advance of the meeting

Efforts will be made to schedule meetings one year in advance.
3. **Format:** Meetings will be held by video conference unless otherwise stated.
4. **Attendance:** Panel members unable to attend the meeting should notify the chair as soon as possible.
5. **Conduct:** Panel members will review articles in a fair and objective manner, avoiding prejudgment and bias.

Comments and feedback will focus on the article content. Panel members will refrain from commenting on the character of the author, the author's employer, or speculating on an author's motivations for writing an article or taking a particular point of view.

6. **Conflict of Interest:** Panel members must disclose any situations or circumstances where there is a real or perceived conflict of interest and ensure necessary measures are taken so a conflict of interest does not bias their feedback or recommendations on an article
7. **Quorum:** Meetings will proceed with the number of EAP members in attendance, regardless of their numbers to ensure BCFP production schedule is maintained. Panel members who cannot attend a meeting are encouraged to provide feedback on articles to the editor via email.
8. **Voting:** is limited to selecting the best article from each issue to determine nominees for the BC Forest Professional magazine award.

Each Panel member is entitled to one vote per issue for the best article. Editorial staff do not vote unless there is a tie vote for best article of the year. In that instance, editorial staff will cast the deciding vote to break the tie.

Budget

Funds for Editorial Advisory Panel activities shall be administered by the Director of Communications, consistent with the FPBC Board's approved annual operating budget, and used for the purposes of:

- Panel meetings, including all reasonable expenses incurred by the panel members as per FPBC's Travel Expense Claim Policy;
- All such reasonable costs and expenses as may be necessary and incidental to allow the Panel to fulfill its mandate as set out above; and
- All other extraordinary costs and expenses as may be required and as approved by the CEO from time to time.