Terms of Reference for the Editorial Advisory Group (EAG) for *OTnews*

Purpose and remit of the publication

*Occupational Therapy News* (*OTnews*) is the official monthly magazine of the Royal College of

Occupational Therapists (RCOT). The magazine aims to keep members fully informed about news, policy and developments in the profession, and the work of the professional body, as well as providing a tool through which knowledge, views and advice around innovative practice can be shared.

Purpose of the group

The Editorial Advisory Group (EAG) is advisory in nature and does not directly manage the production of the magazine, which remains the responsibility of the editor, under the leadership of the assistant director for communications and marketing.

The group provides a forum to inform the strategic direction of the magazine, ensuring that it is in line with all of the organisation’s key work streams, and that it remains continuously relevant to all members.

Role and responsibilities

To help inform the editorial policy, magazine remit and its aims and scope.

To inform the strategic agenda and future direction of the magazine.

To help identify topics for special/themed issues and commissions.

To help identify experts for comment/informed views.

To help to ensure a steady flow of high-quality submissions.

To help maintain the highest editorial quality standards.

Membership

Group membership will not exceed 11 members (co-opted members may invited on to the group periodically).

Rules

A membership term will be three years (following successful pilot period).

Vacancies will be advertised nationally.

All meetings will be undertaken virtually. Meetings will take place quarterly.

A quorum shall be 5 members, one of whom must be the Chair or Vice-Chair. If the meeting is not quorate, no decisions can be made at the meeting.

The group members who are occupational therapists must be members of RCOT.

Administration and support

Any administration support required will be undertaken by RCOT.

Review

The group will be run as a pilot for one year, and if successful, the terms of reference will be reviewed every three years subsequently.

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