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**Terms of Reference of the Journal Subcommittee of POGP**

1. **Name**

The subcommittee shall be called the Journal Subcommittee (JSC) of Pelvic, Obstetric and Gynaecological Physiotherapy (POGP), a professional network of the Chartered Society of Physiotherapy

1. **Aims**

**To produce a biannual journal that publishes novel and exciting evidence and information regarding pelvic health issues that are of interest to the membership of POGP**

1. **Objectives**
2. To ensure production and distribution of two editions per year that meet the established standards, and to develop and coordinate the concurrent extended online content (EOC)
3. To work actively to acquire or commission appropriate clinical articles for publication in the journal or inclusion in the EOC
4. To develop the journal and EOC in line with current practice, taking into consideration the views of the JSC, the POGP board of Trustees and the membership
5. To advise and make recommendations to the POGP Trustees on the design, content, format, costing, printing and other developments of the journal, including advertising
6. To consider any other matters that the POGP Trustees should require the JSC to undertake.
7. **Membership**

Members of the POGP JSC are approved by the POGP Board of Trustees and shall number a minimum of five, of which it is recommended that a maximum of two should also be members of the Board of Trustees (i.e. the chair and one other). Onset of service commences after the POGP AGM. Members of the JSCmay serve for a term of fouryears, with further terms if mutually desired. In addition, the JSC shall have the power to co-opt persons annually who may or may not be members of POGP for specialist help and for prescribed periods.

1. **Officers**

The Chair is a member of the POGP Board of Trustees, and therefore bound by the term of office as set by the schedule of the Charity. In exceptional circumstances, in the interest of the JSC and therefore POGP, the Chair and/or other officer roles may be co-opted by a majority vote of the JSC for a further agreed period of time subject to approval from the POGP Board of Trustees. For example, for the smooth running of POGP, the Chair of the JSC should not change at the same time as that of the POGP Board of Trustees.

The JSC will include the following roles:

1. The **JSC Chair and clinical editor** is a POGP Trustee as well as being a member of the JSC and will be the clinical editor of the journal. The Chair must be a full member of POGP
2. The **assistant editor** will assist the clinical editor in editorial decisions and will fulfil the role of editor when necessary

(For the smooth running of the JSC, the editor and assistant editor should not leave the committee at the same time. The assistant editor may be invited onto the JSC with the purpose of taking on the role of the editor once the position becomes vacant.)

1. The **production/managing editor** reports directly to the clinical editor, and oversees all aspects of the publication (see the” Managing editor role” document for a full description)

(The production editor is appointed by the JSC in consultation with the POGP Board of Trustees and is paid by the Association.)

1. The **reviews editor** will be responsible for collating and editing reviews of products and books that are of interest to the membership
2. The **research reviews editor** (and team) will be responsible for investigating publications in other journals, and reporting on those that are of interest to the membership
3. The **news editor** will be responsible for reporting and editing items of news that are of interest to the membership
4. The **online content editor** will be responsible for editing EOC that is published on the journal landing page
5. The **social media officer** is responsible for the journal Twitter feed, and will adhere to the relevant POGP social media guidelines
6. The **regional representative liaison officer** will be responsible for collating and editing the area representative reports that are to be published in each edition of the journal. Ideally, a minimum of one area representative report will be published in each instalment of the ”Notes and news” section
7. **Meetings**

There shall be a minimum of twomeetings per annum, the majorityof which will be by teleconference or virtual platforms. Ideally one face-to-face meeting will be held each year. The meeting shall be considered quorate with threemembers in attendance. It is the responsibility of each member to inform the chair at least two days prior to the meeting (if possible) if they are unable to attend the meeting. The expenses paid will be in accordance with those of the POGP expenses standard operating procedure

1. **Reports**

The Chairshall prepare a report for the POGP Board of Trustees and JSC meetings. The managing/production editor will prepare a report for each JSC meeting

1. **Cessation**

The members of the JSC are expected to work together to suit the needs of POGP members. However, the Chair of POGP has ultimate responsibility for resolving conflict within the subcommittee, and between the POGP Board of Trustees, the JSC and the managing/production editor. The JSC of POGP may be dissolved by the POGP Board of Trustees at any time. Should this occur, the POGP Trustees will take on the continuing responsibilities of the subcommittee.