

## Terms of Reference

### Research, Evaluation and Evidence Translation (REET) Committee

#### Role and function

The Research, Evaluation and Evidence Translation (REET) Committee is a standing committee of the Australian Health Promotion Association (AHPA®) Board of Directors. Its role and function is to oversee all aspects of the governance, operations and production of the *Health Promotion Journal of Australia* (HPJA), in consultation with the HPJA Editor-in-Chief, HPJA Editorial Board and the contracted publishing house. It also provides strategic advice to the AHPA Board of Directors about research, evaluation and evidence translation matters pertinent to the health promotion profession and discipline.

The purpose of the REET Committee is to ensure the HPJA Editorial Team is supported to facilitate the communication of health promotion evidence and critical thinking that is relevant to the interests of practitioners, researchers and policy makers.

The REET Committee works towards:

- Building the profile of the HPJA
- Recruiting, developing and supporting a highly functional HPJA Editorial Team
- Identifying and implementing processes that support the HPJA to remain a high quality and well respected scholarly peer-reviewed publication in both national and international contexts
- Managing and monitoring the publishing house contract to ensure a quality and timely health promotion journal is produced on a four monthly basis. Key tasks for the publishing house may include the implementation of online submission and management systems, manuscript formatting and proofing, journal printing, organisation of postage and journal-related media liaison such as the co-ordination of media releases.
- Preparing the budget for the operation of the Journal, including income from various sources and costs involved in Editorial work and production
- Raising key operational and production issues associated with HPJA with the AHPA Board of Directors as they arise, and formulating recommendations and proposals for their consideration
- Providing timely strategic advice and recommendations to the AHPA Board of Directors in relation to research, evaluation and evidence translation matters

Active participation by all on the REET Committee is an expectation.

#### Chair

The REET Committee will be chaired by an AHPA Board Director.

#### Membership

The REET Committee will have experience and interest in health promotion related research and evaluation and evidence translation activities. It will comprise:

- Chair (must be an AHPA Board Director)
- Deputy Chair (must be an AHPA Board Director)
- Up to two additional AHPA Board Directors
- Editor-in-Chief, *Health Promotion Journal of Australia*

- A representative from the HPJA Editorial Advisory Board and/or a past HPJA Editorial Team member
- A representative from at least one Australian University with expertise in health promotion and previous editorial experience
- An Aboriginal or Torres Strait Islander academic or representative (to advise on Indigenous research matters)
- An AHPA Fellow or Life Member (subject to interest)
- Digital Strategy Expert (preferably an AHPA member) with experience and interest in digital technology to produce, disseminate and promote the HPJA and other evaluation and evidence translation activities

Ex-Officio Committee members may include:

- Members of the HPJA Editorial Team
- National President AHPA
- A member of the contracted publishing house
- HPJA Editorial Assistant

#### **Tenure**

To assist with succession planning, a minimum tenure of 2 years on the REET Committee is required.

#### **Probity and Conflict of Interest**

Committee members have an obligation to declare any actual or potential conflict of interest.

#### **Process for Endorsement**

Recommendations and/or position papers are forwarded to the AHPA Board of Directors for consideration and endorsement, unless prior endorsement is given by the AHPA Board of Directors for the REET Committee to make decisions on behalf of the Board.

#### **Quorum**

A minimum of 3 members (including the Chair) of the Committee are required to constitute a quorum for meetings

#### **Meetings**

Meetings will be held bi-monthly, or as otherwise directed by the Chair of the REET Committee.

Non-attendance of a member at more than two consecutive REET Committee meetings, without explanation, will result in a replacement being sought.

#### **Annual Review Date**

November 2018