

visions

Editorial Board - Terms of Reference

Date approved: September 30, 2013

Name	Visions Journal Editorial Board
Vision	Visions Journal has an advisory structure that ensures it is a relevant, knowledge-sharing resource that improves the mental health and substance use literacy of its readers
Mission	To have a formal advisory structure to gather perspectives and ideas from a diverse range of stakeholders representing core audiences of our readership
Guiding principles	<p>Members are expected to:</p> <ul style="list-style-type: none"> • Respect the purpose of the BC Partners to empower individuals and families with evidence-based information and skills to promote well-being and help prevent and manage mental health and substance use problems. • Understand that the Editorial Board is an advisory board to the Editor in Chief and final decisions about articles are made by the Canadian Mental Health Association and/or in special cases, by BC Partners management meetings • Engage in respectful and open communication at all times • Contribute ideas and discussion at meetings they attend • Draw on their personal and professional experiences but do not claim them to represent all experiences or scientific fact • Declare conflicts of interest, especially when raising ideas related to for-profit products or services • Read published Visions issues to better understand our goals <p>A member will be warned if they fail to comply with these principles and may be removed from the Editorial Board before their term is up</p>

Objectives	<p>As a group, to freely brainstorm possible topics, angles, contributors, stakeholders broadly keeping in mind the following lenses that <i>Visions</i> considers:</p> <ul style="list-style-type: none"> • Well-being and prevention • Mental illness • Substance use or addictive behaviours • Concurrent issues • Age • Culture • Gender • Geography • Individuals with direct experience • Family and friends • Service providers • Policy and systems
Scope of duties	<p>The Canadian Mental Health Association is responsible for coordinating production of <i>Visions Journal</i> including securing submissions. The scope of duties for other members are to:</p> <ul style="list-style-type: none"> • Suggest specific areas of focus based on the issue theme • Suggest topic-specific guest editors to join each issue • Provide background experiences or expertise for the editorial board • Identify possible programs, research, innovations or topics to feature in <i>Visions</i> • Identify possible writers or contributors for <i>Visions</i>
Reports to	<ul style="list-style-type: none"> • BC Partners members report back to the leadership structure at their individual organizations and to the BC Partners management meetings chaired by BC Mental Health and Substance Use Services • Other volunteer members report to organizations or networks they represent and to the <i>Visions</i> Editor in Chief
Membership and Terms	<ul style="list-style-type: none"> • A representative from each of the 7 member agencies of the BC Partners for Mental Health and Substance Use Information • A special Guest Editor for each issue, identified as having special expertise and connections • 3-6 external members who are accepted through an application process
Terms	<p>External members' terms are for one year and may be renewed for another year. Other members' terms are ongoing</p>

Communication	<ul style="list-style-type: none"> • Notice of upcoming meetings will be sent to members usually around 2 weeks in advance • Notes from each meeting's brainstorm are circulated the week after each meeting
Meeting frequency	<ul style="list-style-type: none"> • Quarterly 90 minute meetings held during working hours based on availability of Guest Editor
Attendance at meetings	<ul style="list-style-type: none"> • In person or by toll-free teleconference • Members are required to attend 2 of 4 meetings a year • Members are advised to contact the Editor if there are times of day or days of the week where they would <i>consistently</i> be unavailable
Compensation	<ul style="list-style-type: none"> • Members of BC Partners are compensated for participation as part of their annual contracts • External members receive a \$75 annual honoraria after participation in two meetings • Travel expenses to attend meetings are not compensated above the honoraria, with the exception of some Guest Editors • Members who are approached to write a personal experience article for Visions, if they are writing outside their job role, would be eligible for a \$75 honorarium after publishing
Administration	Visions Editor in Chief, Canadian Mental Health Association BC Division

I have read and understand the Terms of Reference.

Name: _____

Signature: _____ Date: _____

Initials _____