

Community Eye Health Journal Editorial Committee

Terms of Reference

1. Purpose of the Community Eye Health Journal Editorial Committee (CEHJ-EC)

The purpose of the Editorial Committee is to advise the *Community Eye Health Journal* (CEHJ) editorial management team on the content of the CEHJ.

The CEHJ editorial management team includes core staff at the International Centre for Eye Health (IECH), including the ICEH Director (Mathew Burton), Editor (Elmien Wolvaardt) and Medical Editor (Victor Hu) of CEHJ and several academic and administrative team members.

2. Membership and its expectations

- Members are invited by the ICEH Director and the CEHJ Editor. Potential committee members are identified through consultation within the editorial management team and existing Editorial Committee members.
- Members need to be committed to the “mission” of the CEHJ
- Have expertise and relevant knowledge of eye health in low- or middle-income countries.
- Have some technical expertise or experience in education, communication and areas relevant to the content of the Journal.
- Members would ideally attend both CEHJ-EC meetings each year. Being unable attend two consecutive meetings (without good reason) will result in discontinuation of membership.
- Membership will be reviewed annually. While there is no specific term of membership, this is expected to be typically around 3-5 years.
- Willing and able to write articles if requested (not more than 2 per year).
- Willing and able to review articles if requested (1–5 per year).
- Willing and able to be a consulting editor for an issue if requested (not more than 1 per year).

3. Responsibility and key areas of activity of the Editorial Committee

- Proposing and discussing the content of future issues, including:
 - Issue themes
 - Authors, topics and reviewers for commissioned articles

- Series of articles on specific topics (including suggestions for article topics and authors in the series)
- Regular features, e.g. our CPD series
- Advising on the best ways to reach and serve our readers
- Support the journal in maintaining and improving the quality, relevance and usefulness of the CEHJ and its impact on global health
- Advising on the best ways to reach and serve our readers

4. Editorial Committee Meetings

Frequency

- The Editor shall convene a meeting of the CEHJ-EC twice per year.
- Meetings may be held by video or teleconferencing as appropriate/necessary.
- Meetings are expected to last 2 – 3 hours.

Quorum

- A quorum is the CEHJ Editor, ICEH Director (or representative) and at least 50% of the core CEHJ-EC.

Chair

- Meetings will be chaired by Dr Victor Hu (Medical Editor) or another member of the Editorial Management Team.

Agenda

- The agenda is set by the Chair with support from the Editor.
- Each member can propose items for the agenda.
- The agenda and all committee documents should normally be distributed among all members at least two weeks before the meeting.

Minutes

- The minutes shall be taken by a person appointed by the Chair.
- The minutes shall include date, participants, agenda and a record of recommendations and decisions made.
- The minutes shall be circulated to each Member within 20 working days after the Meeting.
- Members can propose amendments to the minutes via email (by a date to be specified).
- The Chair will approve the minutes on behalf of the members after the specified date.

5. Reporting

The CEHJ-EC meeting reports will be shared with the funders forum.

6. Confidentiality

Members are obliged to treat information from the CEHJ responsibly and to maintain discretion about confidential matters.