



**Transplant
Nurses'
Association**

Incorporated under NSW Incorporations Act 1984

TRANSPLANT NURSES JOURNAL

The official Journal of the Transplant Nurses' Association

EDITORIAL COMMITTEE MEMBERS TERMS OF REFERENCE

Revised 2003

Primary Function:

A professional forum which develops and publishes three journals per year for distribution to Transplant Nurses' Association members and Australian Transplant Coordinator Association members, and other journal subscribers. The committee shall consist of eleven members, inclusive of the Editor and ATCA representative.

The committee ensures that the Transplant Nurses Journal provides transplant professionals with an informative and relevant journal in accordance with good professional and ethical practice.

The committee works within the guidelines of the Strategic Plan of the Transplant Nurses' Association.

Editor:

- Appointed by the TNA National Executive for a two-year term, which may be extended.
- Adheres to guidelines set in 'Editorial Committee Roles and Expectations' document.

Editorial Committee:

- Appointed by the Editor, in consultation with the National Executive, for a two-year term, which may be extended.
- It is preferred that the committee has at least one member from each state.
- Adheres to guidelines set in 'Editorial Committee Roles and Expectations' document.

ATCA Representative:

- Appointed by ATCA in consultation with the Editor for a two-year term, which may be extended.
- Adheres to guidelines set in 'Editorial Committee Roles and Expectations' document.



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Frequency and organisation of meetings:

- Three telephone conferences per year prior to the publishing of each journal
- One face-to-face meeting per year at the Transplant Nurses' Associations Annual Conference
- A quorum shall consist of a minimum of five members
- Duration of meetings is one hour
- Agendas are set by the Editor and distributed at least one week prior to meetings
- Minutes are to taken by the Secretariat
- Teleconferences are paid for by the TNA

Reporting structure:

- Committee members report to the Editor
- The Editor reports to the Transplant Nurses' Association Executive

Distribution of minutes:

- Minutes taken by TNA Administrative Assistant and 'signed off' by the TNJ Editor and distributed to Editorial and National Executive members.
- Committee members, Transplant Nurses' Association Secretary

Sponsorship:

- Editor liaises with the National Executive to ensure current sponsorships are adequately represented in the journal

Funding:

- All positions on the TNJ Editorial Committee are voluntary (excluding the National Secretariat)
- Teleconferences are paid for by the TNA
- Funding for the Editor to attend the TNA Annual Conference is granted by the TNA, depending on the financial status of the executive funds

Terms of Reference:

1. Adhere to role description as outlined in the document 'Role and Expectations of Transplant Nurses Journal Editorial Committee Members'
2. Write and review articles submitted for publication
3. Actively promote the Transplant Nurses Journal and encourage and assist novice writers to publish in the Transplant Nurses Journal.
4. Develop and maintain relationships with other professional groups.

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