

IADMS Publications Committee Charter (Operational Committee)

Purpose: As per the IADMS Bylaws (Section 10.6) the Publications Committee is responsible for editing and approving the content of IADMS publications, excluding the Journal of Dance Medicine & Science. The committee also reviews all outgoing messaging, handbooks, Annual Conference documents, and marketing materials. In addition, the committee is responsible for maintaining the IADMS author guidelines and ensuring compliance with them in all official IADMS publications.

Mission: The mission of the Publications Committee is to maintain the professional integrity of IADMS by ensuring consistency and accuracy of outgoing documents, in line with IADMS editorial policies, and in support of the IADMS vision to build a global community that provides accessible and applicable evidence-based research, resources, and programming that improves the health of dancers and the use of dance to improve health.

Committee Membership: The committee will consist of a chair and a minimum of six members. The Chair shall be appointed by and be responsible to the board. The chair will review applications to join the committee during the official IADMS call for applications or as needed. Committee members are appointed by the board after reviewing feedback from the committee chair and submitted applications. Additional individuals may be brought onto the committee for a limited period to work on specific tasks, as reviewed on a case-by-case basis by the chair and at the discretion of the board.

The following are desirable for Publications Committee members: experience reviewing the work of others, a sound knowledge of English grammar, attention to detail, the ability to produce accurate work and to meet tight deadlines.

All committee members must be an IADMS member in good standing. IADMS is committed to a diverse, inclusive, and equitable environment where all committee members feel respected and valued; thus, we foster inclusion of different genders, ages, ethnicities, nationalities, sexual orientation or identities, abilities, education, or any other biases that exclude individuals.

Terms of Office: The chair and committee members are appointed for two-year terms. Appointments are made by the board every two years during the year between board elections (currently even years). There is no term limit for committee members, though the chair is expected to serve no more than two terms in that role (four years).

Duties and Responsibilities:

- Develop good working relationships with IADMS staff and other operational committees to ensure understanding of the publication process and timeline for key events.
- Committee members work together to achieve broad committee objectives, primarily through actioning ongoing tasks that relate to core committee business.
- At the beginning of each new term, the chair will work with the committee to assign leadership of subtasks to each committee member where possible, based upon an expression of their interests, expertise, and preferences.
- Calls for availability for *ad hoc* editing may be made throughout the year.

- Committee members will have a certain degree of autonomy to achieve the tasks; the chair retains oversight of all tasks, and all committee members should remain available to assist with all tasks and subtasks, as requested.
- The committee will put forward for board approval all editors of IADMS' publications (e.g., Newsletter), excluding the Journal of Dance Medicine and Science.

Typical tasks/ subtasks:

- Liaising with IADMS members, staff, and operational committees in the drafting, editing, and publication of the quarterly IADMS Newsletter
- Proofing and copy-editing Annual Conference abstracts, text, and infographic competitions
- Proofing and *ad hoc* editing of outgoing promotional materials and new website pages
- Copy editing and related liaising with the editors and authors of The IADMS Bulletin for Dancers and Teachers
- Reviewing of IADMS Infographics, resource papers and posters and liaison with relevant Operational Committees
- Additional copy-editing tasks related to specific projects or requests, and those relating to new initiatives.

Chair Responsibilities:

- The chair will provide regular updates (minimum once every three months) to the committee to keep all members equally informed on current work.
- The chair will additionally meet with other committee chairs quarterly, submit reports to the board of directors quarterly, and meet with the board of directors once annually. Updates will be provided to the committee members, as necessary, following these meetings.

Expectations:

- All committee members are expected to familiarize themselves with, and abide by, IADMS Bylaws and policies (posted online).
- All committee members are expected to be in attendance for committee meetings unless an unforeseen conflict arises.
- Committee members will be in regular communication via email to coordinate tasks/subtasks between meetings.
- All committee members are expected to acknowledge and respond to IADMS-related emails/communications in a timely fashion (typically within five working days), as outlined in the IADMS Committee Member Handbook.
- Due to the fluctuating nature of the committee's work, committee members are expected to volunteer a minimum of one hour each week, or equivalent as necessary to complete tasks throughout the year.
- Committee members who are consistently (greater than three months) unable to meet their committee responsibilities should discuss their circumstances with the chair as soon as feasible.
- Any committee member who does not meet minimum requirements of attendance in meetings, discussions, voting, and review of all necessary documentation as provided by committee chair, board, and staff for a period of three months without notification may forfeit the right to serve as a committee member.
- The board may consider additional duties upon request, depending on how things tie into the strategic plan.

Authority:

Operational committees are not independent decision-making bodies. Operational committees work directly with IADMS staff and indirectly with the IADMS Board. The committee chair is responsible for communicating relevant committee business with the director of operations, the board, and other committee chairs. If there is inconsistent language between this committee charter and the IADMS bylaws, then the bylaws will be considered the more authoritative source.

- The chair is responsible for defining the current goals of the committee in consultation with committee members. These should be submitted to the board for approval and should reference organizational priorities from the IADMS Strategic Plan.
- Committee activities or recommendations that involve the day-to-day IADMS operations shall be approved by the director of operations.
- All budgetary requests as well as programming or policy recommendations should be submitted to the board for consideration and approval.
- For new initiatives or changes to procedures, proposals are reviewed by the director of operations and put forward for board approval.
- Per IADMS policy, prior to distribution, the Publications Committee must review, edit, and standardize the format for all formal, outgoing publications including, but not limited to, press releases; annual conference abstracts; The IADMS Bulletin; Resource Papers; the Quarterly Newsletter; Infographics, and new pages/sections of the IADMS website, with the exemption of JDMS. The Publications Committee does not routinely review eblasts, social media posts, or the IADMS blog.

Quorum and Meeting Procedures:

- Committee meetings will be held quarterly.
- Informal optional working meetings may also be scheduled to share workload and ensure timely completion of tasks.
- Sufficient notice should be given such that all who wish to participate may attend. There should be respect for scheduling meetings appropriate for all participant work schedules and time zones.
- The board liaison shall be invited to attend all committee meetings as a non-voting guest participant, but they are not expected to attend every meeting. The liaison can help facilitate communication between this committee and the board. The liaison may offer institutional perspectives but should not take a dominant role in any of the committee work, activities, conversations, or decisions.
- Meetings may be held in person, via telephone, or electronic means (like videoconference).
- A quorum shall be greater than 50% of the voting committee members.
- Committee business, including electronic discussions, is confidential and must not be discussed outside the committee.

Governance: Recommendations and decisions of this committee shall be made by consensus when possible. When votes are required, motions are passed based on the majority of the voting members present. Quorum shall be required at all meetings where a decision is made.

Record-Keeping:

- Meeting minutes will be distributed by the chair unless they delegate the task.
- All committee documents, committee reports, and meeting minutes shall be stored on the shared IADMS cloud-based storage service in accordance with current IADMS policy.

- All committee-related communications to external contacts should be sent from the publications@iadms.org or newsletter@iadms.org email addresses.
- E-mails regarding official business of the committee should be retained during the transition from one committee chair to the next at the end of each term.

This charter was approved by this committee on February 28, 2022, and by the IADMS Board of Directors on December 19, 2021. It should be reviewed for updates and re-approval at the start of each committee term. The charter may be amended by a simple majority vote of the board at any time.