

RACI Chemistry in Australia Committee

Terms of Reference

Overview and Scope

The CinA committee is responsible for the production of a high-quality magazine as an essential read for members and other interested parties at minimal cost to the RACI.

The magazine should canvas a wide platform of news/views, institutional information and articles, to communicate, promote and stimulate modern developments in chemistry, chemical education and to enhance public understanding of the chemical sciences and technologies.

Terms of Reference

Responsibilities of the Chemistry in Australia Committee are to:

- Ensure that cina meets the needs of RACI members.
- Monitor and regularly consider the financial position of cina.
- Determine the advertising rates.
- Ensure that style changes suggested by editorial staff improve the look of the magazine.
- Commission and consider the results of readership surveys.
- Consider the production of special issues around major RACI events.
- Make decisions about themed issues on an annual basis.
- Assist with sourcing articles, including those for themed issues.
- Follow developments in publication and production technologies (print and online).
- Maintain and/or review professional relationships with online content providers (eg Informit).

Meeting Frequency

The committee will meet at least 4 times per year normally.

Membership

The Committee members are:

- Chair,
- CEO,
- A Board member,
- Production team consisting of editor, sub editor and type setter,
- Up to 4 appointed members from diverse backgrounds and skills, suggested by the committee and approved by the Board.

Term length

The term of the Chair is 4 years renewable for one further term. The Board member is reviewed on an annual basis. The term of the appointed members is 2 years, renewable for 2 further terms. The CEO and production team are permanent members.

Monitoring and Review

The Chemistry in Australia Terms of Reference will be subject to annual review.

Reporting

The Board representative on this committee will report at each face to face meeting of the Board. An annual report will be prepared for tabling at the Assembly meeting.

Document name	Terms of reference C in A	Version; Date	1; 4 November 2020
Drafted by	CEO, Roger Stapleford	Approved by Board on	November 2020
Responsible persons	CEO/Treasurer	Scheduled review date	November 2021