



The ESA Bulletin Working Group TERMS OF REFERENCE

**Ecological Society of Australia
The ESA Bulletin Working Group
Terms of Reference**

Purpose

The overall Bulletin Working Group objectives are:

- Publish The ESA Bulletin at least three times per year; and,
- Identify and source appropriate content for The ESA Bulletin.

Strategic Plan

This working group aligns to AIM 2, Strategy b), c), and d); and, AIM 4. ESA Strategic Plan 15–20. The working group's purpose and responsibilities are consistent with Sections 10 & 13.2 (a) (iv) of the ESA constitution. Activities for this working group are ongoing.

Membership

Name/Role	Role/Activities
<i>Dustin Welbourne Editor</i>	<p>Work with the ESA Board to orient the philosophical direction of The Bulletin.</p> <p>Screen and edit content for The Bulletin.</p> <p>Compile The Bulletin and submit a copy to the ESA board for approval before publication.</p> <p>Oversee story direction in upcoming issues with Subeditor and Content Sourcing.</p> <p>Respond to concerns of the ESA board and ESA members with respect to The Bulletin.</p> <p>Source ESA Board content.</p> <p>Create content where suitable.</p>
<i>Subeditor</i>	<p>Understudy the Editor.</p> <p>Work with the editor to develop story themes for upcoming issues.</p> <p>Assist Content Sourcing to identify content contributors for particular themes.</p> <p>Source image content.</p> <p>Source content from other research societies where appropriate.</p> <p>Create content where suitable.</p>
<i>Content Sourcing (3 positions)</i>	<p>Participate in developing themes for upcoming issues of The Bulletin.</p> <p>Identify and contact content contributors on the specific themes of The Bulletin.</p> <p>Administer the collection of content from content contributors.</p> <p>Create content where suitable.</p>



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Working Group Meetings/Teleconferences

The working group will connect via email on a fortnightly basis, and will conduct teleconferences once per issue of The Bulletin.

Review of the Terms of Reference

These Terms of Reference were adopted by the ESA Board on **29th June 2017**, and will be due for revision no later than two years from the above date.