

## **Terms of Reference**

### **Acumen Content Review Panel**

#### **AIM**

To develop and maintain the accuracy, currency and quality of Acumen practice advisory database content.

#### **PROCESS & OUTCOMES**

1. Review existing Acumen content.
2. Identify areas requiring update, review or improvement in existing content.
3. Approve development of new content which may be submitted from any source.
4. Before publication, the Content Review Panel will post draft content on a shared workspace (WIKI) site for broad feedback.
5. The Acumen Review Panel will evaluate feedback and incorporate as appropriate.
6. The Acumen Review Panel will approve for publication.
7. The Institute's legal team will approve for publication.
8. Knowledge Services will edit and publish.
9. Subscribers will be regularly advised about publication of new material and alerted to content changes via e-alert.
10. An ongoing review schedule will be developed to ensure regular oversight of all content.

#### **MEMBERSHIP**

1. The Content Review Panel will comprise:
  - a. 5 member representatives representing small, medium and large practices
  - b. 1 management representative, being the General Manager Membership & Programs (or nominee)
2. Where possible and practical, and subject to the view of the Panel, member representatives should also reflect diversity from the viewpoints of gender, regional/urban locations, Chapter, and level of experience with practice issue.
3. Terms of appointment are 2/3 years with half retiring each year. Members may re-nominate.
4. The National President will appoint a Chair.
5. A Deputy Chair may be appointed.

6. Panel Appointments will be by open nomination through Chapter Councils and include a personal statement advising why the member wishes to be on the Review Panel.
7. The Acumen Content Review Task Group will select the first 5 Panel members and recommend to National Council for endorsement.
8. The Chair and Deputy of the Review Panel will assume the ongoing selection of Panel members.
9. The Chair and Deputy Chair will assess the ongoing performance of the Panel.

## **MEETINGS**

1. The Review Panel will convene regularly, at an agreed frequency, sufficient to ensure delivery of required outcomes.
2. Meetings are generally held by teleconference, but at least one meeting may be in person.
3. A quorum is constituted by 3 members of the Review Panel.
4. Formal meeting records or minutes are not required.
5. The Review Panel may seek input from relevant experts, other Institute members and staff, relevant focus groups or reference groups, and the like.
6. The Review Panel may recommend payment for commissioned material, up to the annual amount approved by National Council.
7. Unresolvable issues may be escalated to National Council for determination.