



## Primary Care Respiratory Update Editorial Board

### Terms of Reference

#### Definition

The Primary Care Respiratory Update (PCRU) Editorial Board oversees the development and strategic direction of the PCRS publication, Primary Care Respiratory Update (PCRU), in liaison and consultation with the CE and Executive.

#### Composition

The Primary Care Respiratory Update (PCRU) Editorial Board shall consist of 5 PCRS members appointed by the Executive plus ex officio members to include, Executive Chair, the CEO and Operations Director. A committee chair shall be appointed by the Executive Committee. .

All members of the PCRU Editorial Board (excepting the CEO and Operations Director) must be members of PCRS.

The PCRS Operations Director will act as secretary to the Committee, supported by the PCRS Operations Team.

#### Powers and Responsibilities

The Committee shall be responsible for:

- Advising on plans for the development and evolution of PCRU
- Contributing to suggested themes and content for issues
- Ensuring clinical content is accurate, up to date and aligned with national and PCRS policy
- Promoting PCRU to other PCRS members and highlighting the benefits of submitting content to share with other members via the PCRU
- Preparing, submitting and encouraging correspondence via PCRU
- Reviewing and providing guidance on articles and content as required by Operations Team.

All members of the PCRU Editorial Board are expected to abide by the PCRS code of conduct.

#### Appointment Process and Terms of Office for PCRU Editorial Board Members

[Standard clauses for committee terms of reference](#)

#### Removal of PCRU Editorial Board Members

Any member of the PCRU Editorial Board shall cease to hold office if he / she:

- Ceases to be a member of PCRS
- Becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs
- Resigns his/her office by notice to the Chair, PCRU Editorial Board or in the case of the Chair by notice to the Chair, PCRS Executive
- Is absent without the permission of the PCRU Editorial Board from two consecutive meetings and the PCRU Editorial Board resolve that his/her office be vacated
- Receives a vote of no confidence or is deemed to have brought the Charity into disrepute and is asked by a majority of the PCRU Editorial Board to resign. The member concerned may appeal to the PCRS Executive.

#### PCRU Editorial Board Proceedings

The PCRU Editorial Board shall meet via teleconference at least once a year to honour their responsibilities.

A quorum of the PCRU Editorial Board shall be three. Decisions made by the PCRU Editorial Board shall be by simple majority verdict unless otherwise specified in these terms of reference. All Members shall have equal voting rights. In the event of there being a tied vote, then the Chair will have an additional casting vote.

Declarations of interest will be declared at the start of each meeting in line with PCRS declaration of interest policy.

All PCRU Editorial Board meetings are to be minuted, with the minutes to be presented at the next PCRU Editorial Board, and ratified by the PCRU Editorial Board as agreed. Draft minutes approved by the Chair are to be circulated to the Executive Committee within 2 weeks of a PCRU Editorial Board meeting and presented at the next Executive Committee meeting. Any changes to the minutes are to be communicated to the Executive Committee within two weeks of the minutes being ratified.

Adhoc PCRU editorial board teleconferences will take place as required and will be reported using the same procedures as the main annual meeting of the board.

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**Approved by PCRS Trustees: July 2021**

**Date of next review: May 2023**