

The Institute of Professional Editors Limited***Policy on communication and information dissemination*****Endorsed by the Council, 11 December 2011*****Stakeholder roles*****Members**

The principal stakeholders in IPed are the Members, the seven Australian societies of editors.

Each Member's primary source of information about IPed activities is their nominated councillor. Councillors should formally report to their society's executive committee each time it meets. If invited by their committee, they should accept opportunities to report directly to society members at general meetings.

The primary tool available to councillors in disseminating information about IPed activities is the minutes of council meetings, which generally include attachments providing a wealth of detail about matters discussed.

The Secretary or their nominee takes the minutes of council meetings, writes them up in a standard format and, as soon as possible after the event, distributes them to councillors and other meeting participants for amendment and/or comment. Any agreed changes are incorporated, and the final minutes are confirmed at the next council meeting.

When councillors use the minutes of a meeting to report on IPed activities, they should be make it clear whether or not they are confirmed.

The IPed Council reserves the right to quarantine information on unresolved matters where it is deemed that its release would prejudice their resolution.

Society presidents

Society presidents, as the heads of their respective executive committees, have a responsibility, on the one hand to keep their members informed on IPed activities and, on the other, to keep the IPed Council informed of their members' views on developments at the national level. The main source of information, and conduit for its transfer both ways, will be their IPed councillor. In recognition of their primary role, presidents will be provided with the agenda for, and draft minutes of, council meetings at the same time as these are sent to councillors. When presidents use the minutes of a meeting to report on IPed activities, they should be make it clear whether or not they are confirmed (see above).

Presidents should ensure that their members know who is their society's IPed councillor and how to contact them.

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IPEd Council and councillors

The IPEd Council consists of one nominee (councillor) from each of the seven Members and the company (and council) secretary. In accordance with Corporations Law, councillors are bound to act in the interests of the company as a whole, and not in the interests of any one or more Members or stakeholders who might have assisted or nominated their appointment to the council.

Councillors are responsible for bringing to the council the views and wishes of their societies and for transmitting to their societies information on IPEd activities in progress and proposed. Councillors should formally report to their society's executive committee each time it meets and, if invited by their committee, they should accept opportunities to report directly to society members at general meetings.

Where the council becomes aware of matters bearing on the profession as a whole, information on such will be transmitted promptly to the Members via councillors and presidents, together with details of any action proposed by IPEd.

Council Chair

All official communications from IPEd should be transmitted over the signature of the chair.

Communication Committee

IPEd's Communication Committee (CommComm) oversees, in conjunction with the council, internal and external communication and information dissemination via the website and IPEd Notes, prepares material for specific promotion campaigns and drafts, for council endorsement, responses to external requests for information. The committee maintains, develops and implements IPEd's communication plan.

IPEd Accreditation Board

The IPEd Accreditation Board (AB) is a standing committee of the council charged with maintaining and further developing the exam-based, national accreditation scheme. It has eight members, one delegate of each of the Members and an IPEd Council delegate. The board elects a chair from among its members. The AB has a responsibility to fully and promptly inform the council on its work, primarily through reporting by the AB Chair to regular council meetings.

The draft and final minutes of all AB meetings should be provided to the secretary.

Secretary

The Secretary, in consultation with the Council Chair and other councillors, prepares the agenda and papers for council meetings, drafts the minutes of meetings and makes any amendments needed following their circulation to councillors. The draft minutes are also sent to society presidents to keep them informed on IPEd business.

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Following their confirmation by council at its next meeting the final minutes are circulated to councillors and presidents, and to the web minder for placement on the members-only area of the website.

External correspondence received by the Secretary is circulated to councillors as if deemed relevant to council activities. All correspondence received and transmitted is listed under an item of regular council meetings.

The Secretary prepares bimonthly issues of IPEd Notes covering significant activities and events and circulates them to society newsletter editors and web minders, and the IPEd web minder.

Web minder

The volunteer web minder maintains and updates the IPEd website, using material provided by councillors and the company secretary, society presidents, conference convenors and other relevant members of societies. CommComm oversees the work of the web minder.

Society members

Society members will be the ultimate determiners of IPEd's value and future. Without strong direct and indirect support of the majority of society members, IPEd's efforts for them and the profession as a whole will be diminished. It is therefore incumbent on all stakeholders, but especially presidents and councillors, to provide individual members with full, frank and unbiased information on national activities, and to record and transmit to council the views of individual members on burning issues. An open communication system will reduce the potential for misunderstanding and potential fractiousness.

Accredited Editors

IPEd Accredited Editors (AEs) occupy a special place in that they have committed to the institute by acknowledging the value of accreditation. They transmit information about IPEd every time they append AE to their name in correspondence. They should be informed of their value and, where appropriate, called on to help in IPEd communication and promotion campaigns.

Distinguished Editors

IPEd Distinguished Editors (DEs) are highly skilled and experienced editors nominated by their societies to develop, implement and mark the first two accreditation exams, which were held in 2008 and 2009. They have a unique consultative role to play in the continuing development of IPEd and the editing profession.

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Primary sources of information about IPed activities

IPed councillors

Society presidents

Communication Committee

IPed AB delegates

IPed Secretary

Minutes of council meetings

Minutes of Accreditation Board meetings

IPed Notes

IPed website

Member newsletters

Member websites

Accredited Editors

Distinguished Editors