

## Mental Health Nursing Journal Editorial Board

### Terms of Reference (September 2008)

1. Mental Health Nursing (MHN) is the official journal of the Mental Health Nurses Association (MHNA). The Editorial Board of the Mental Health Nursing Journal (MHNJ) exists to provide expert professional advice to the Journal's Editor and publishers. It is a subgroup of the Unite/MHNA National Professional Committee.
2. The content of MHN consists of a balance between clinical and practice issues, education, research and audit, service user and carer issues along with UK wide policy and service delivery. Its purpose is to ensure that the content of MHN reflects current and prospective future issues for mental health nurses and to promote the widest possible discussion amongst MHNA members.
3. Membership of the Board is made up of up to 12 lay members, the Editor, the Unite/MHNA Professional Officer (PO), a representative from the publishers, and at least one service user or carer. Of the 12 lay members, the Unite/MHNA National Professional Committee (NPC) will provide a representative to sit on the Board and one place will be held for a student mental health nurse (and MHNA member) representative. Once the current student qualifies, they will be eligible to stand for election to the Board as a normal member, provided a space is available. Of the others it is expected that they will be Unite/MHNA members unless personal circumstances permit, with a balance ensured between clinical practice, education and research backgrounds. If the NPC Representative is unable to attend a meeting there



will be an open invitation for anyone from that body to attend meetings of the Board, in particular the Chair.

4. Any lay member vacancies to the Board will be advertised in the Journal with the Chair being the normal point of contact. Application to the Board is by personal submission and the provision of a CV to the Chair who then considers suitability for co-option. She/he will then make a recommendation to the rest of the Board at the next meeting. The normal minimum term of office for a student is one year, for everyone else it is two years. Expenses for the meetings will be met retrospectively by Unite, except in specific circumstances where claims will be met by the publishers.
5. Election of the Chair will be from among the lay Unite/MHNA members of the Board and take place within the annual Strategic Planning Meeting (SPM). The term of office for Chair is for a minimum two year period with re-election after that period on an annual basis at the SPM. The Chair will be responsible for submitting an annual report to the NPC, after the SPM. If the Chair is unable to attend a meeting, she/he will be responsible for delegating the role to another member of the Board.
6. The MHN Editorial Board normally meets four times per year, either in Unite offices or at the Unite/MHNA Annual Professional Conference. It is expected that members will attend at least six of the eight meetings across a two year period. Non-attendance will be reviewed on a case by case basis. The minimum number of attendees to make a meeting quorate is the Chair (or deputy), an ex-officio member and at least four other ordinary members.
7. In addition to attending meetings, it is expected that members of the Board will undertake blind peer reviews of articles submitted for inclusion in the Journal, write occasional editorial and comment pieces and, from time to time, submit articles for consideration themselves.
8. One meeting a year will take the form of a Strategic Planning Meeting which will identify and highlight key issues and possible themed editions for the following twelve months, reflecting the broader strategic aims of the MHNA. Dates of meeting for the following year will also be set at the strategic planning meeting. The minimum number of attendees to make the Strategic Planning Meeting quorate is the Chair (or deputy), an ex-officio member and at least six other ordinary members of whom at least four are Unite-MHNA members.

9. The minutes of meetings will normally be circulated within three-four weeks with highlighted action points for individual members. Agendas and venue confirmation will be circulated at least two weeks prior to the date of the next meeting with apologies being sent to the Chair. The editor will be responsible for producing and circulating the minutes and agendas for each meeting in consultation with the Chair.
10. The Board exists to provide suggestions for articles and content to the Editor and to act as a source for contacts. Individual members of the Board can also take the role of 'Professional Editor' on an issue by issue basis to support the Editor. In addition to the Board members, additional article and book reviewers can be co-opted by the Editor, although anyone doing so will not become a member of the Board automatically.
11. The PO will support the Editor by contributions to the journal on a regular basis, in particular with relation to the professional interests of Unite/MHNA members. He/she will provide an additional link between the Board, the NPC and Unite and will provide a report for each meeting.
12. The editor and publisher will provide a report for each meeting. If the editor is unable to attend a meeting the publisher will deputise and vice versa
13. These Terms of Reference will be reviewed and updated as necessary at each Strategic Planning Meeting. Any changes will be proposed for ratification at the next NPC meeting.

**Suggested standing agenda for general meetings:**

- Apologies
- Minutes & Matters Arising
- Editor's Report including upcoming issues
- Publisher's Report
- MHNA NPC Report
- Professional Officer's Report
- Previous Issue/s
- Allocation of Reviews
- AOB
- Date & Venue of next meeting

**Suggested additional agenda items for Strategic Planning Meetings**

- Membership of the Group (inc advertising in the event of vacancies)
- Election of Chair
- Editorial Rota
- Professional Editor Rota
- Themes and commissioning for future editions
- Development of the Journal
- Dates of meetings for the following year