Policy on communication and information dissemination

Endorsed by the council, 5 July 2015

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 IPEd 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.

Once the minutes are confirmed the Secretary forwards them to the society presidents for distribution to their committee members only. Should individual members wish to view the minutes, they must request permission of Council, via the Secretary.

When councillors use the minutes of a meeting to report on IPEd activities, they should 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. Presidents should ensure that their members know who their society’s IPEd Councillor is and how to contact them.

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 and member 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 or Secretary.

**Communication Officer**

IPEd’s Communication Officer oversees, in conjunction with the council and under the guidance of the council Chair, internal and external communication. This includes updating of the website, preparation of material for specific promotion campaigns and drafts of responses to external requests for information for Council endorsement.

The Communication Officer prepares regular issues of IPEd Notes covering significant activities and events, circulates them to society presidents, newsletter editors and web minders, and places them on the IPEd website.

The Communication Officer also moderates and updates IPEd’s social media sites and 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 and the confirmed minutes to all councillors.
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Secretary
The Secretary, in consultation with the council Chair, other councillors and the Communication Officer, prepares the agenda and papers for Council meetings, drafts the minutes of meetings and makes any amendments needed following their circulation to councillors. The confirmed minutes are also sent to society presidents to keep them informed on IPEd business.

Following their confirmation by Council at its next meeting the final minutes are circulated to councillors, to the Communication Officer, Chair of the Accreditation Board and presidents.

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

Website
The Communication Officer maintains and updates the IPEd website, using material provided by councillors and the company Secretary, society presidents, conference convenors and other members of societies, as appropriate.

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. AEs are encouraged to use the IPEd logo, with the words ‘Accredited Editor’, in their email signatures and on their business cards, letterheads and websites.

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. DEs are encouraged to use the IPEd logo, with the words ‘Distinguished Editor’, in their email signatures and on their business cards, letterheads and websites.
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IPEd Patron

In 2011, IPEd Council agreed to invite Emeritus Professor Roland (Roly) Sussex OAM to become IPEd’s inaugural Patron.

As part of this role Roly wrote the foreword to the *Australian standards of editing practice* and presents at IPEd conferences. His CV and photograph are included on the IPEd website.

At the time of his appointment, he was invited to write an article about his view of editors and their role and value in communication, to be placed on the IPEd website and distributed to societies for inclusion in their member newsletters.

Roly provides comments to the media on behalf of IPEd about editing and the editing profession.

*Primary sources of information about IPEd activities*

IPEd councillors
Society presidents
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

Amended: June 2015