



Terms of Reference: *Living Architecture Monitor* - Editorial Advisory Board (EAB)

BACKGROUND & SCOPE: At its annual meeting in August 2009, Green Roofs for Healthy Cities' Board members approved the establishment of a Task Force for an Editorial Advisory Board (EAB) to support the ongoing evolution of the *Living Architecture Monitor* (LAM), GRHC's quarterly magazine. In that regard, the purpose of this document is to outline the Terms of Reference for the formation and operation of a new LAM EAB. Members of the GRHC Board Task Force will act as the interim EAB until the inaugural advisory board is struck by January 1, 2010.

PURPOSE: The role of the EAB will be to: (1) Offer periodic insight on industry development and trends; (2) Serve as a critical sounding board for the editorial team on editorial ideas and themes; (3) Review more technical articles on an as-needed basis when warranted; and (4), to provide constructive feedback on published issues; and (5) to periodically review policies and procedures.

COMPOSITION: EAB will be comprised of up to 10 individuals, with seven the optimal composition. Reflecting the multidisciplinary nature of the green roof and wall industry, members who are able to provide multiple industry perspectives will be sought.

Ideally, the EAB will be composed as follows:

1. *Chair* – Editor of the Magazine;
2. *Vice-Chair:* An elected representative from the GRHC Board of Directors;
3. *Research/Academic Chair:* Vice-Chair of the GRHC Research Committee;
4. Master's or Ph.D. Student – in area related to green-roof and walls research;
5. Green wall expert;
6. Green roof designer;
7. Green roof installer;
8. Green roof horticultural expert;
9. Policy expert; and
10. Manufacturer of a green-roof or wall-related system.

MEMBERSHIP:

- Terms are between one and three years and no member shall serve for more than three executive years;
- Terms commence on Jan. 1st of each year;
- Appointments to be made by Chair of the EAB;
- Appointment by invitation-only and with membership on a voluntary basis;
- EAB members must be members, in good standing, of Green Roofs for Healthy Cities.
- Recommendations for next year's board will be solicited by Sept. 15h of the each year with appointments announced by Dec. 1st;
- To facilitate a broad diversity, recommendations for suitable candidates shall be sought;
- Should a member appear to be unwilling or unable to fulfill his or her duties, the EAB Chair, Vice-Chair and GRHC Board will initiate and decide on the removal by majority vote. The decision to remove a member is immediate and may not be appealed;
- An EAB member may remove herself or himself from the Board by providing a letter in writing to the Chair of the EAB; and
- EAB members will be recognized on www.greenroofs.org and, when space permits, in the magazine itself.
- Members two or more meetings in a one-year period may be asked to step down from the board.

RESPONSIBILITIES:

It is expected that Members will volunteer time equivalent to approximately five days in total per year. An exception to this is the Research/Academic Chair of the EAB whose voluntary role in the management of the peer-review process is anticipated to require an additional three days of total time per quarter.

TITLE-SPECIFIC RESPONSIBILITIES of EAB MEMBERS:

- **Chair of the EAB:** Organize and chair meetings & communication with board members.
- **Vice-Chair:** This individual is charged with reporting on activities of the EAB back to the Green Roofs for Healthy Cities Board of Directors.
- **Research/Academic Chair:** Oversee and manage the process of peer-reviewed articles as requested by Editors. This includes the following tasks: (1) Making recommendations to Editors & EAB for technical articles in upcoming issues of the LAM; (2) Securing and sourcing articles; (3) Act as point-person of contact for and with the author(s); (4) Identifying appropriate peer-reviewers and act as point-person for all contact throughout the peer-review process; (5) Ensure authors of peer-review articles meet magazine production deadlines; and (6) In partnership with the Editors, ensure article is appropriate in tone etc. for the magazine.

ALL:

- Review the proposed annual editorial calendar as prepared by the GRHC Publisher/Editor-at-Large and Editor of the magazine;
- Attend quarterly EAB meetings (1 to 2 hours) at predetermined times/dates by teleconference to provide insight into industry trends and issues including story ideas; and review content of previous issue;
- Assist with the management of the peer-reviewed article; and
- Consult with editorial team about specific stories or themes on an as-needed basis.
- Adhere to established Guidelines & Policies as outlined in the Terms of Reference.

GUIDELINES & POLICIES:

1. *Editorial Integrity*: It is the policy of Green Roofs for Healthy Cities' to support the position of The American Society of Magazine Editors (ASME) "Guidelines for Editors & Publishers" which states:

"For magazines to be trusted by consumers and to endure as brands, readers must be assured of their editorial integrity. With that core conviction in mind—and the overwhelming support of its members—the American Society of Magazine Editors for over two decades has issued guidelines to make sure that the difference between advertising and editorial content is transparent to readers and that there is no advertiser influence or pressure on editorial independence."

A list of 10 basic principles and best practices related to the ASME Guidelines are attached or online at: http://www.magazine.org/asme/asme_guidelines/guidelines.aspx