

RESEARCH JOB DESCRIPTION & TERMS OF REFERENCE

GENERAL TERMS

- To act on matters delegated by the board of directors.
- To liaise and consult with other committees where necessary.
- To contribute to the IFA's Business Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

SPECIFICATIONS

- Relevant background and experience in conducting or reviewing research
- Editing experience
- Proof reading experience

QUORUM

The committee is free to determine their own quorum, but as a minimum this must be not less than three members of the committee present for a motion to be agreed.

MEETING

Meetings will be held as frequent as the committee see fit and are available to attend. The chair of the committee will determine if this is to take place physically or held by communicating via another method. The meeting will take place at the time and place as the agenda calling it.

REMIT & POWERS

Changes to guidelines will initially be approved by the board of directors. Additional undertakings need not be approved as long as a unanimous decision is made amongst the committee members relating to the validity and inclusion of a research paper.

RESPONSIBILITIES

- To develop, monitor and review the IFA's research guidelines.
- To source research links to be added to the IFA's research hub.
- To resource and critically examine research papers for inclusion in the Aromatherapy Times magazine.
- To establish a panel of peer reviewers on the basis of expertise, utilising contacts to build a list of experts who will also review the papers submitted for publication.
- To monitor and review guidelines in relation to editorial contributions to the Aromatherapy Times magazine based on the quality and validity of submissions.
- To summarise new and relevant scientific research papers for the federations blog and newsletter snippets
- To identify themes for inclusion in the Aromatherapy Times magazine and topical issues in practice.