



# **NEWSLETTER COMMITTEE –** **TERMS OF REFERENCE**

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**Source of Authority:** Board of Directors

*Direction from the Board will be communicated through the Committee Liaison Officer, but authority for providing direction will rest with the Board. Any recommendations concerning committee operations will be made through the Committee/Group Chair.*

**Composition:** A minimum of 5 members, plus a Board Liaison.  
**Term of Office:** Members are expected to serve on the committee for a minimum of one year.  
**Purpose:** To publish quarterly newsletters and to ensure that communication within the Co-op is facilitated.

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## **Article I**      **Specific Duties and Responsibilities**

- (a) Ensure the publication of quarterly newsletters
- (b) Annually review the committee’s activities to promote input from members on a regular basis
- (c) Submit a budget proposal and statement of expenses to the Board annually or more often as required
- (d) Purchase materials as required for publication
- (e) Recommend amendments to the Newsletter Policy as required

## **Article II**      **Meetings**

- (a) Quorum shall be 50% plus 1 of the Committee, including any vacant positions.
- (b) Meetings shall be held quarterly, or as required.
- (c) Meetings shall be open to any member of the Co-operative to attend as an observer, who may ask questions or speak at the meeting only with the permission of the Chair. If the Committee/Working Group is discussing business of a confidential nature, that part of the meeting shall be closed to non-committee/working group members.

## **Article III**      **Minutes**

- (a) Minutes are to be recorded at all Committee/Working Group meetings, and distributed to Committee/Working Group members, Committee Liaison Officer and to the Staff representative as soon as possible after the meeting. These minutes should be marked as “DRAFT”
- (b) Once the Committee/Working Group has approved the minutes, they are to be distributed as follows: Committee/Group Chair, Office (Committee/Group File), and Committee/Group



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Liaison.

- (c) All confidential matters considered by the Committee/Working Group shall be recorded in a separate confidential section of the minutes.

## **Article IV      Committee Member Responsibilities**

- (a) Attend all meetings of the Committee/Group unless prevented from doing so by ill health, or by work or family commitments.
- (b) Sit on the Committee/Group for at least one year
- (c) Give at least two months' notice if planning to leave the Committee/Group
- (d) Take an equal share of the Committee's/Group tasks, contribute constructively to decision making and carry out any specific duties assigned by the Committee/Group
- (e) Be familiar with by-laws and policies and procedures of the Co-op
- (f) Respect the confidentiality of matters considered by the Committee/Group, and matters to which the Committee/Group has access
- (g) Elect a Chair annually from among its members (October/November meeting), or if the position falls vacant.

## **Article V      Committee Assignments**

### **SECTION 5.01      CHAIR:**

The Chair's responsibilities are to:

- (i) Book meeting rooms, ensure that all committee/group members are notified of meeting dates and times are properly posted on co-op Calendar
- (ii) Prepare and distribute an agenda for each meeting (in consultation with other committee/group members)
- (iii) Chair meetings of the Committee/Group
- (iv) Ensure that clear decisions are made on each item of business and that committee/group members have an opportunity to speak.
- (v) Ensure that the committee/group develops a plan to recruit new members when vacancies occur
- (vi) Carry out annual review of its functioning, including its Terms of Reference and any by-laws, policies and procedures under which it operates in conjunction with the Committee/Group Liaison Officer.
- (vii) Prepare Reports for the Board and an annual report for the Members
- (viii) Call for volunteers from the committee/group for the position of Secretary.



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## **SECTION 5.02            SECRETARY:**

- (a) The Committee/Group will elect a Secretary annually, or more often, if the position falls vacant.
- (b) The Secretary must be a member of the Committee/Group
- (c) The Secretary's responsibilities are to:
  - (i) *The Secretary will take minutes of each meeting.*
  - (ii) *The Secretary will ensure that a copy of the minutes is placed in the committee/group Master Binder and distributed as noted in Article III promptly and prior to the following meeting.*

## **SECTION 5.03            BOARD LIAISON OFFICER**

- (a) Facilitate good communication between the Board and Committee/Group.
- (b) Committee/Group functioning to help ensure that the committee/group is fulfilling the responsibilities delegated to it
- (c) Help ensure that the Board takes responsibility for providing any support that the Committee/ Group may need to fulfil its responsibilities.
- (d) Advise the Board to provide support that the Committee/Group needs to fulfil its responsibilities
  - i. Attend committee/group meetings as routinely as possible
  - ii. Communicate with the Committee/Group Chair to review Committee/Group operations
  - iii. Provide the Board with any information it may require to make decisions on Committee Group recommendations.

## **SECTION 5.04    ALL NEWSLETTER COMMITTEE MEMBERS**

- (a) Editing: To read and edit all material for correct spelling, grammar, style; to check titles and ensure bylines are attached
- (b) Art direction: to design cover and provide other graphics as required
- (c) News Reporting: to solicit news from the board, committees, staff and members and to relay it in a newsworthy style to the members; to report on news from the Co-op Housing Federation and on community issues which will help members become informed and involved in their wider community.
- (d) Creative Writing: to co-ordinate, solicit from the membership and/or write material on areas of interest such as humor, cartoons, book or film reviews, "how-to" tips, recipes.
- (e) Production: To type or lay out submitted articles for production of newsletter; to ensure newsletters are printed or ready for electronic distribution to the members
- (f) Distribution: To ensure that newsletters are distributed to members electronically or available for pickup as physical copies



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## **Article VI                      Removal of Committee Members**

- (a) A Committee/Group member may be asked to clarify their position on the committee/group after missing three meetings without explanation.
- (b) The procedures prescribed in the Organizational By-Law will be followed for removing a committee member.

## **Article VII                      Filling Vacancies**

- (a) When there is a vacant position on the Committee/Group and the Committee/Group maintains a quorum, the Committee/Group may seek a volunteer from among the general membership to fill the vacancy. The Committee/Group will recommend the replacement for appointment by the Board

When the Committee/Group does not have a quorum of members, the Board shall seek volunteers from the general membership to fill the vacancies. The Board may appoint as many members as required to fill any and all vacancies.

## **Article VIII                      Confidentiality**

- (a) All members shall keep confidential all matters considered by the Newsletter Committee/ Group of a confidential or private nature.
- (b) All members of the committee/group will sign and comply with the Co-op's Conflict of Interest and Confidentiality Agreements forms.

## **Article IX                      Evaluation**

Describe how the committee/group plans to evaluate its work.

## **Article X                      Sustainability**

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*The Chair of each committee/group is responsible for distributing copies of the Co-op's Environmental Policy to all committee members and reviewing the policy. The committee/group should think about how it plans to incorporate the principles of the sustainability policy into its activities.*

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## **Article XI                      Equity and Representation**

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*Our goal as a co-op is to try to have the leadership of our co-op, including the Board of Directors and committees, representative of our multi-racial, multi-cultural, and multi-faith community. Committees/Groups are encouraged to think about how the projects we take on and events we organize reflect our shared values of building a participatory, multi-racial, 2SLGBTQQA positive and barrier free community.*

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**Approved by the Board of Directors on April 28<sup>th</sup> 2021**