

# TERMS OF REFERENCE PUBLICATIONS COMMITTEE

(hereinafter called the “Committee”)

**PURPOSE:**

1. To inform and engage the Union Membership through various means of communication, such as *The Advocate*, the CSU 52 website, e-News, etc.

**OBJECTIVES:**

1. To produce a minimum of three (3) issues of CSU 52's newsletter, *The Advocate*, annually.
2. To work with the other CSU 52 committees to promote and communicate union news, events and issues.

**RESPONSIBILITIES:**

1. To draft an annual work plan and publication schedule outlining proposed publication dates, related schedule dates and deadlines for the following year.
2. To provide the Board of Directors (the “Board”) and the Chair of all CSU 52 committees with the proposed publication schedule.
3. To collect and organize union information and draft *The Advocate*.
4. To provide a draft copy of *The Advocate* to the Board for approval prior to distribution.
5. To provide the Union Office with the Board approved document and methods of distribution.
6. The Committee is responsible for maintaining a positive and respectful working relationship with CSU 52 Office Staff.
7. The Committee will follow the CSU 52 Brand policy and procedures.
8. The Committee Chair will provide the Finance department and the Treasurer with their proposed committee budget by November 1<sup>st</sup> of each year. Budgets should include details of proposed income and expenditures.
9. The Committee Chair will submit a copy of their meeting minutes, including attendance records, to the Administrative Team Lead and the Finance department within fourteen (14) calendar days of each committee meeting.
10. Union expenses less than one-hundred (\$100) may be paid by committee members and submitted to the Finance department for reimbursement within fourteen (14) calendar days of expenditure with receipts and supporting documentation.
11. Union expenses more than one-hundred (\$100) must be paid to the vendor directly by the Union through the Finance department. The Committee will advise the Finance department of the pending vendor and sale with full details of the expense and appropriate supporting documentation.
12. Whenever possible, printing and photocopying services shall be done in-house at the Union Office prior to outsourcing these services.

13. The Committee will review their Terms of Reference and submit proposed changes to the Policy & Procedures Committee. The Policy & Procedures Committee will forward the proposed changes with their recommendation to the Board for approval.

**MEMBERS & TERMS OF OFFICE:**

1. The Committee is to consist of five (5) members elected by the Union Membership at the January General Meeting.
2. Two (2) members elected in odd years and three (3) members elected in even years, all for two (2) year terms.
3. Committee positions will be determined amongst the Committee.

**MEETINGS:**

1. The initial meeting of the Committee, to be held in January, shall:
  - a. discuss the Committee Terms of Reference;
  - b. review the work plan and budget; and
  - c. elect committee positions.
2. Committee meetings will be held at the discretion of the Committee to a maximum of twelve (12) meetings per year, including the initial meeting in January.
3. Should the Committee require any additional meetings, they must have prior Board approval.
4. Committee members are expected to attend scheduled meetings. Excessive or unreasonable amount of absence of a member may result in the removal from the committee as deemed necessary by the Board.
5. The Committee may hold an annual dinner to recognize the work of the Committee, not to exceed the dollar value specified in the “Committees - Meal Allowance” policy. The meal expense will be part of the Committee’s expense budget.