



## Gazette Publications Committee Terms of Reference

25 September 2015

USC Board of Directors

### 1. Purpose

This document shall be the Terms of Reference for The Gazette Publications Committee, which shall be a standing committee of the Board of Directors of the University Students' Council.

### 2. Duties and Responsibilities

1. The Gazette Publications Committee shall provide regular reports to the Board of Directors regarding the use of Gazette resources, and make recommendations regarding policy, strategy, and business matters to the Board as necessary.
  - i. The Publications Board shall not be involved in the day-to-day management and editorial decisions of the publication, as that is the responsibility of the Editor-in-Chief, Digital Managing Editor, Print Managing Editor and Editorial Board.
2. Adjudicate editorial complaints that have not been resolved by the Editor-in-Chief, as per the editorial content complaint procedures within the Complaints Procedure.
3. Enact a Strategic Plan, in collaboration with all relevant Gazette stakeholders, to stand as a reference document for The Gazette when strategic decisions need to be made, and to support the identification of priorities during the annual budget process.
4. Recommend The Gazette advertising, composing and editorial annual budgets to the Managing Director Financial and Corporate Resources as a part of the USC annual budget process.
5. In collaboration with the Editor-in-Chief, make recommendations for amendments to Gazette policy.
  - i. Policies of The Gazette will be reviewed every two years by the Publications Committee and approved by the Editorial Board, the Publications Committee and the Board of Directors.
6. Develop and continue to improve upon a policy and process to ensure Front Office receives constructive feedback on their performance, and have access to training and development that set them up for success in their roles.
7. Discipline and termination procedures will be enacted as a recommendation of the Publications Committee to the USC Board of Directors.
8. Facilitate the hiring of Front Office by running annual elections.

### 3. Composition

1. The Gazette Publications Committee shall be composed of those who serve for two (2) or three (3) year terms.
2. Those who serve for a term of two (2) years are,
  - i. One (1) undergraduate student, of the Board of Directors, voting
  - ii. One (1) undergraduate student, at-large, voting
3. Those who serve a term of three (3) years are, five (5) individuals who are external to the Western undergraduate population.
  - i. One (1) member should be a lawyer familiar with media and libel law.
  - ii. One (1) member should be a faculty member in the journalism program at Western University.
4. The non-voting members of the Publications Committee are,
  - i. Chair of the USC Board of Directors, *ex-officio*.



- ii. Editor-in-Chief, Gazette, *ex-officio*.
  - iii. Digital Managing Editor, Gazette, *ex-officio*.
  - iv. Print Managing Editor, Gazette, *ex-officio*.
  - v. Manager, Gazette Composing and Advertising Office, *ex-officio*.
  - vi. Managing Director, Government Services, *ex-officio*.
  - vii. Managing Director, Financial and Corporate Resources, *ex-officio*.
  - viii. General Manager, *ex-officio*.
5. Current USC employees or volunteers are not eligible to serve as voting members of the Board.
  6. Members of the Publications Committee who do not have ready access to copies of The Gazette throughout the year will be provided with a subscription, the expense of which will be covered by The Gazette.

#### 4. Appointment of the Publications Committee

1. Voting members shall be ratified by the Board of Directors upon the recommendation of the Publications Nominating Committee. The Nominating Committee shall be comprised when vacancies of the Publications Board must be filled. They will also be responsible for recruiting members, establishing selection criteria, and conducting a hiring process.
2. The Gazette Publications Nominating Committee shall be composed of:
  - i. Chair of the Board of Directors, or a designate if the Chair is an Executive Officer.
  - ii. One (1) additional Director who is not Executive Officer, elected by the Board.
  - iii. Gazette Editor-in-Chief.
  - iv. One (1) additional Gazette staff member who is elected by the Editorial Board.
  - v. Representative of the USC Human Resources Department, who shall coordinate the committee.
3. The Publications Committee shall strive make decisions by consensus. If consensus cannot be achieved, decisions shall be made via a majority vote (50% + 1).

#### 5. Selection and Duties of the Chair

1. The Publications Committee shall vote internally and recommend a Chair to the Board of Directors for ratification.
  - i. The Chairperson must be a voting member of the Publications Committee, and external to The Gazette, the USC and the University of Western Ontario.
2. The Chair shall appoint a date for regular meetings, and prepare the agenda, with the assistance of the Editor-in-Chief and Managing Director, Government Services.
  - i. The Chair must call at least one meeting per month in the Fall/Winter semesters.
3. The Chair shall report on the business of the Publications Committee to the Board of Directors through the voting Director.
4. The Chair shall be responsible for communicating the decisions of surrounding complaint adjudication to other media groups.
5. The Chair shall provide an annual budget presentation to the Board of Directors on the financial scenario of The Gazette.

#### 6. Context and Enactment



1. Documents Repealed – *Gazette Publications Committee Terms of Reference, Gazette Advisory Board Terms of Reference*
2. Supporting/Related Documents – *Front Office Elections Policy*

[Supporting/Related Documents]

3.

[Date Passed]

4.

[All previous Amendments]