



University Students' Council Of Western University

Gazette Publications Committee Terms of Reference

Authority: Board of Directors	Date Ratified:
	Next Review Date:
Previous Amendments: N/A	
Related Document(s): Gazette Complaints Procedure Gazette Editorial Policy Gazette Publications Committee Terms of Reference	
Review Committee(s): Gazette Publications Committee	
Delegates:	

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.

1. DUTIES AND RESPONSIBILITIES

1.1. The Gazette Publications Committee shall provide quarterly 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.

1.1.1. 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.

1.2. Adjudicate editorial complaints that have not been resolved by the Editor-in-Chief, as per the editorial content complaint procedures within the Complaints Procedure.

1.3. Enact a three year 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.

- 1.4. Recommend The Gazette editorial annual budgets to the Manager, Finance as a part of the USC annual budget process.
- 1.5. In collaboration with the Editor-in-Chief, make recommendations for amendments to Gazette policy.
 - 1.5.1. Policies of The Gazette will be reviewed on a three year cycle year by the Publications Committee and approved by the Editorial Board, the Publications Committee and the Board of Directors.
- 1.6. Develop a policy and process to ensure members of the Front Office receive constructive feedback on their performance, and have access to training and development that sets them up for success in their roles.
- 1.7. Discipline and termination procedures will be enacted as a recommendation of the Publications Committee to the USC Board of Directors.
- 1.8. Facilitate the hiring of Front Office, as outlined in the Front Office Elections Policy.

2. COMPOSITION

- 2.1. The Gazette Publications Committee shall be composed of voting members who serve for two (2) or three (3) year terms.
 - 2.1.1. Those who serve for a term of two (2) years are,
 1. One (1) undergraduate student, of the Board of Directors, voting.
 2. One (1) undergraduate student, at-large, voting.
 - 2.1.2. Those who serve a term of three (3) years are:
 1. Five (5) individuals who are external to the Western undergraduate population and have not acted as a member of Gazette staff or Front Office for at least 36 months. Individuals may be reappointed for an additional three (3) year term.
 - 2.1.3. The non-voting members of the Publications Committee are,
 1. Chair of the USC Board of Directors, ex-officio.
 2. Editor-in-Chief, Gazette, ex-officio.
 3. Digital Managing Editor, Gazette, ex-officio.
 4. Print Managing Editor, Gazette, ex-officio.
 5. Manager, Gazette, ex-officio.
 6. Senior Manager, Information Services, ex-officio.
- 2.2. Current USC employees or volunteers are not eligible to serve as voting members of the Board.

3. APPOINTMENT OF THE PUBLICATIONS COMMITTEE

- 3.1. Voting members shall be ratified by the Board of Directors upon the recommendation of the Gazette Publications Committee Nominating Committee. The Nominating Committee shall be struck each year in January to review vacancies and manage member turnover. The Nominating Committee will be responsible for recruiting members, establishing selection criteria, and conducting a hiring process.
- 3.2. The Gazette Publications Nominating Committee shall be composed of:
 - 3.2.1. Chair of the Board of Directors.
 - 3.2.2. One (1) additional Director who is not Executive Officer, elected by the Board.
 - 3.2.3. Gazette Editor-in-Chief.
 - 3.2.4. One (1) additional Gazette staff member who is elected by the Editorial Board.
 - 3.2.5. Representative of the USC People and Department team, who shall coordinate the committee.
- 3.3. The Publications Committee shall strive to make decisions by consensus. If consensus cannot be achieved, decisions shall be made via a majority vote (50% + 1).

4. SELECTION AND DUTIES OF THE CHAIR

- 4.1. The Publications Committee shall vote internally and recommend a Chair to the Board of Directors for ratification.
 - 4.1.1. The Chairperson must be a voting member of the Publications Committee, and external to The Gazette, the USC and the University of Western Ontario.
- 4.2. The Chair shall appoint a date for regular meetings, and prepare the agenda, with the assistance of the Editor-in-Chief and Senior Manager, Information Services.
 - 4.2.1. Meetings must be held at least twice in each of the fall and winter terms.
- 4.3. The Chair shall report on the business of the Publications Committee to the Board of Directors through the voting Director.
- 4.4. The Chair shall be responsible for communicating the decisions of surrounding complaint adjudication.
- 4.5. The Chair, in conjunction with the Gazette Manager and Editor and Chief, will be responsible for an annual budget presentation to the Board of Directors on the financial situation of The Gazette.

5. CONTEXT AND ENACTMENT

5.1. Documents Repealed – Gazette Publications Committee Terms of Reference, Gazette Advisory Board Terms of Reference