UNIVERSITY NEIGHBOURHOODS ASSOCIATION

NEWSPAPER EDITORIAL COMMITTEE
Terms of Reference

1. Committee Purpose

The Committee purposes are:

- To work in coordination with UNA staff to ensure that the publication of the UNA community newspaper is in accordance with the UNA Community Newspaper Policy.
- To ensure that the newspaper contains information that is relevant and of interest to the UNA community.
- To ensure that content published in the newspaper upholds journalistic ethics of truth, accuracy and objectivity, with allowances provided for Op-Ed pieces and letters to the editor.
- To provide final approval of content before each issue of the newspaper is published.

2. Committee Mandate

In coordination with UNA staff, and guided by the UNA Community Newspaper Policy, the Committee's mandate is:

- Setting the editorial direction of the newspaper, determining its content structure and sections, and creating a publication schedule.
- Publishing at least 10 issues per year of print and online editions of the newspaper that contain information important and relevant to the UNA community.
- Encouraging residents, volunteers and community partners to contribute content to the newspaper.
- Creating a newspaper that reflects the community's diverse residents.
- Determining which advertisements the newspaper will publish and determining the rates to be charged for advertisements.

3. Committee Composition

3.1. Composition and Size

- The Committee will be comprised of up to nine residents. Committee members will be appointed by the UNA Board of Directors, with input from the Managing Editor. In selecting residents as members, priority will be given to residents who have experience and qualifications related to one or more of the "Recruitment Guidelines" outlined below.

- The Committee will be supported by a Managing Editor position held by UNA staff. The Managing Editor will also serve as the Chair of the Committee.
- The Committee will elect one of the resident members as Vice-Chair.
- The Committee will appoint section editor positions or any other positions as necessary.
- The Committee may invite external parties to participate in meetings on an as-required basis.
- This is a volunteer committee that will serve without compensation.

3.2. Recruitment Guidelines

- The UNA will recruit residents with interests specific to journalism, publishing, editing, writing, current events/affairs, community development, and volunteer recruitment.

4. Roles and Responsibilities

4.1 Members are expected to comply with the Code of Conduct

4.2. Managing Editor

- The Managing Editor is a position held by UNA staff and will be the Chair of the Committee. They are responsible for setting meeting agendas, chairing meetings and ensuring that every issue of the newspaper is consistent with the direction and vision of the Committee, and UNA policies.
- Working with the Committee, the Managing Editor will provide technical expertise in editing, publishing and coordinating contributors.
- Working with the Committee Vice-Chair, the Managing Editor will provide quarterly updates about the Committee's work to the UNA Board Chair.

4.3 Vice-Chair

- The Vice-Chair will be elected by the Committee members. Their primary duties are to assist the Committee in achieving its mandate, to work with the Managing Editor in setting the agendas, and to chair the meetings in the absence of the Managing Editor.
- Working with the Managing Editor, the Vice-Chair will assist in providing quarterly updates about the Committee's work to the UNA Board. The Vice-Chair will be elected by the Committee Members for a two-year term.

4.4. Committee Members

- In coordination with UNA staff, and guided by the UNA Community Newspaper Policy, Committee Members will be responsible for setting the editorial direction of the newspaper.
- Members will assist with the creation of content for the newspaper where applicable (i.e., written, photographic, etc.)
- Members will assist with recruiting and organizing volunteers with appropriate experience who are interested in contributing to the newspaper
- Members will promote inclusive decisions by recognizing the needs and interests of all community members, including decision makers.
- Members will assist with ensuring that the newspaper upholds high journalistic standards of truth, accuracy and objectivity (with the exception of opinion articles and letters to the editor).

4.5. Section Editors and Other Positions

- Section Editors and other positions will be appointed by the Committee as needed with input from the Managing Editor.

4.6. Review of Committee Composition

- The UNA Board Chair, in consultation with the Managing Editor, will review the composition of the Committee annually and may review the composition at other times. Following the review, the Board Chair may recommend to the Board that a Committee member be replaced, that a vacancy be filled, or that a new person be appointed the Committee Chair.

5. Reporting

- The Managing Editor will prepare quarterly reports on substantive matters considered at Committee meetings and meet with the UNA Board Chair on a quarterly basis to review the reports. Minutes of each Committee meeting are to be included in the quarterly reports.

- The UNA Board Chair will submit the quarterly reports to the UNA Board of Directors at a UNA Board Meeting.

6. Meeting Procedures

6.1. Rules of Procedure

- The Committee will generally conduct its business in accordance with the Board Rules of Procedure. In those cases where the Board Rules of Procedure do not apply or address an issue, the Committee will rely on Robert's Rules of Order.
- The Managing Editor is to chair meetings of the Committee.
- In the Managing Editor's absence, the Vice-Chair will conduct the meeting and liaise with the Managing Editor to ensure key decisions and discussions are reported.
- Committee meetings will be closed.

6.2. Agenda

- The Managing Editor will set the agenda in consultation with the Vice-Chair, with committee members invited to propose agenda items for consideration.
- The Managing Editor will ensure the agenda is forwarded to Committee members at least three days before the meeting.
- The Managing Editor will review the draft minutes to ensure key decisions and discussions are reported, and final minutes incorporating revisions and corrections will be approved by the Committee at the next meeting.

6.3. Meeting Frequency

The Committee is to meet at least ten times per year and at such other times as the Managing Editor determines.

7. Committee Operations

7.1. Staff Support

7.1.1. Administrative

- A recording secretary will be assigned to the Committee to record the meeting minutes.

7.2.2. Staff Liaison and Professional / Technical Support:

- The committee will be supported by a Managing Editor position held by UNA staff. This position will undertake the following:
    - Liaise with contractors, web developers and graphic designers in the creation of an online newspaper website and the printed edition's branded layout and design
    - Liaise with volunteers and content creators

- Provide expertise in editing, proofreading, desktop publishing and print design
- Organize and attend Committee meetings
- Liaise with external partners for content distribution
- Solicit advertisements

7.3. Community Consultation and Engagement

- Unless it is explicitly requested by or approved by the Board, the Committee will not become involved in community consultation exercises, town hall meetings, “public hearings”, or similar activities. However, the Committee should take the opportunity to hear from residents who wish to speak to them on a specific issue.