

Terms of Reference



ABC FP Editorial Board

(Date approved by council: May 28, 2004)

The affairs of the Editorial Board will be conducted according to the following:

1.0 PURPOSE

The purpose of this standing committee is, on behalf of council, to provide advice and guidance on the content of the association's professional magazine, **BC Forest Professional**; to review production costs; and to provide advice and guidance on cost issues. **BC Forest Professional** has four primary goals: 1) to keep members informed of association business, member news and professional issues; 2) to give members a vehicle to freely express their opinions about association business and professional issues; 3) to advance the goals of the association; and 4) to educate key non-members about the profession. Within the scope of these goals, the Editorial Board functions as an impartial and objective body independent of council with respect to selection of material submitted for publication.

2.0 MEMBERSHIP

- 2.1 The committee shall be comprised of not less than five (5) nor more than ten (10) members plus the councilor responsible for overseeing communications. The membership of the committee shall reflect the diversity of the membership and, to the extent possible, shall include members who have experience relevant to the work of the committee. The editor shall represent staff.
- 2.2 Committee members shall be appointed by council on the recommendation of the director editorial board who shall be assisted in bringing forward such recommendations by the editor.
- 2.3 Other than the council representative, appointments to the committee shall be for two-year terms, renewable. A maximum of three consecutive terms may be served.

3.0 DUTIES, FUNCTIONS & RESPONSIBILITIES

- 3.1 Recommend possible **BC Forest Professional** themes to council.
- 3.2 Assist in the development of policies to guide the production of **BC Forest Professional**.
- 3.3 Provide guidance to the editor on the selection of articles and editing requirements.

- 3.4 Assist in reviewing the cost of producing **BC Forest Professional** and recommending necessary budgetary changes to council.
- 3.5 Review the quality of the publication after circulation and provide feedback to the editorial staff.
- 3.6 Recommend improvements to content, design and overall quality of the publication.
- 3.7 Using the criteria set by council, select the best article and letter submitted by a member from each issue and nominate the annual recipients of these awards (during the January meeting) for presentation at the annual meeting.
- 3.8 Review and provide advice on other association publications as required.

4.0 CONDUCT OF MEETINGS

- 4.1 The editorial board shall elect a member to chair the meetings or appoint staff to chair.
- 4.2 The quorum necessary to conduct official business shall be fifty (50) per cent of the voting members plus one (1). Since the **BC Forest Professional** production schedule must be maintained, those in attendance will select material for publication even if there is no quorum.
- 4.3 While most committee business can be concluded without voting, on those occasions when votes are required, each committee member in attendance at a meeting shall be entitled to one (1) vote. If a member is unable to attend a meeting, his/her vote may be sent to the editorial staff in writing (fax, e-mail or letter). Staff may not vote.
- 4.4 Robert's rules of order shall prevail if reference to rules of orders is required.
- 4.5 Most meetings will be held via teleconference call. Members in the Vancouver area are requested to attend in person.

5.0 BUDGET

The committee's budget shall provide for the cost of:

- 5.1 Committee meetings, including members' expenses in attending
- 5.2 Consulting fees related to the committee's work
- 5.3 Such other costs as may be approved from time to time

6.0 MEETING SCHEDULE

- 6.1 Meetings are scheduled to coincide with the production of **BC Forest Professional**, generally every two (2) months.

7.0 STAFF SUPPORT

The editor shall provide staff support.

8.0 NOTICES, AGENDAS & MINUTES

Every effort will be made to schedule meetings one year in advance. A meeting reminder will be given at the previous meeting. Agendas will be provided at least three (3) business days in advance of the meeting and minutes will be circulated with the next editorial board package.