

OFNC Publications Committee - Terms of Reference

Composition

The Committee must include the Editor and Journal Manager of *The Canadian Field-Naturalist*, the Editor of *Trail & Landscape*, the editors of other publications, and three or more members not associated with the publications.

Editors of special publications are ex-officio members of the committee for the duration of their editorial appointment.

Mandate

1. To advise the Board of Directors in all matters pertaining to the publications of the club.
2. To review the Publications Policy periodically, and, if required, recommend changes to the Board of Directors.
3. To recommend an editor for each publication, as required, for appointment by the Board of Directors.
4. In consultation with the editor, appoint associate editors for each publication, as required.
5. To supervise the policy, finances and distribution of the club's publications.

Duties

1. Ensuring that the club Publication Policy is adhered to.
2. Maintaining awareness of the policies, status, staffing, finances, and distribution of the club's publications through reports and forecasts from the editors and Journal Manager.
3. Ensuring that the club's publications are oriented to meeting the objectives of the club.
4. Acting as a liaison between the Board of Directors and the editors and maintaining a constructive dialogue with the editors on matters of policy, operations, and procedures.
5. Resolving concerns of the editors or members of the club respecting the publications.

6. Recommending an editor for each special publication to the Board of Directors.
7. Preparing grant applications to funding agencies, as required.
8. Recommending to the Board of Directors changes in the honoraria paid to publications editors and the Journal Manager.

Note 1:

Extract from the Minutes of the Council [now Board of Directors] dated February 9, 1987:

"moved (R. Bedford, 2nd J. Reddoch) at Council on 9 February that all matters concerning publications and all directives to journal editors be referred to the Publications Committee for consideration before Council takes action, Motion carried; one abstention!"