

Thetis Island Community Association

Quarterly Committee Terms of Reference

purpose

1. The purpose of the Thetis Island Quarterly is to contribute to and support the sense of community on Thetis Island, by providing a venue for local contributors of articles, stories, photographs, notices and ads, which reflect our island life. Should there be a debate or controversy concerning a local issue, the Quarterly will endeavour to provide information from all sides, to inform the debate, but will not endeavour to be a forum for that debate, as the length of time between issues is too great to allow for an effective or fair presentation of competing points of view.

2. The Quarterly serves as the communications arm of the Thetis Island Community Association. In addition the Quarterly is a fund-raiser for the Association.

3. The purpose of the Quarterly Committee is to support the work of the Quarterly.

function

1. Seeking out appropriate stories and articles when needed, providing photographs or graphics when needed.

2. Editing submissions for clarity, brevity or taste, and gaining permission from the authors for any substantial edits.

3. Layout and preparation for printing, and picking up the Quarterlies from the printer.

4. Keeping the list of TICA membership up to date as the subscriber base. Keeping a list of the names and addresses of subscribers who are not TICA members, and also keeping a list of current advertisers.

5. Addressing and mailing the Quarterly to the subscribers.

6. Selling advertisements, helping advertisers where necessary to lay out ads appropriately, collecting monies for both subscriptions and advertisements and forwarding these monies to the Treasurer of TICA.

accountability

1. The Committee is accountable to the membership through the Executive.

membership and composition

1. The Committee is comprised of at least one member of the current Executive, the Quarterly Editor and TICA members in good standing.
2. The Editor shall have primary responsibility to carry out the purpose and functions set out above. In the event that the Editor is not a member of the current Executive, this responsibility will be shared by the Editor and Committee member that is a current member of the Executive.
3. The Quarterly Committee must ensure minutes or documentation of activities are maintained.
4. The Quarterly Committee is responsible for keeping the activities of the Committee within the terms of reference.
5. There is to be no ceiling on the number of Committee members

term

The Committee is a standing committee.

review

These terms of reference will be reviewed by the Executive once a year.

Adopted by the Executive March 26, 2010