



## PUBLICATIONS BOARD

### Terms of Reference

**Reports to:** Vice President Student Services

**Membership:** CUC SA Communication VP (chair)  
 AURORA CHRONICLES Advisor(s)  
 AURORA CHRONICLES Editor(s)  
 AURORA BOREALIS Advisor(s)  
 AURORA BOREALIS Editor(s)

**Appointment:** By position

**Term:** Standing

**Purpose:** To ensure the effective management and delivery of student-led campus publications

**Terms of Reference:**

Responsibility	Power
To advise the student publications in their editorial policies	To act
To draw up contracts for each of the incoming Editors and staff to sign before the end of the winter semester	To act
To control expenditures for student publications	To act
To provide guidance in meeting student publication deadlines	To act
To administer one job evaluation on each of the Editors for Fall and Winter semesters	To act
To appoint CUC SA members to fill Editor/staff positions left vacant by resignation	To act

**Agenda and Minutes:** Minutes are taken by the appointed secretary of the committee

**Frequency and Venue:** Meetings are scheduled at the call of the chair

**Approved by:** Cabinet

**Date:** March 9, 2005  
 Revised January 24, 2007