

PUBLICATIONS COMMITTEE

1 Purpose

- To oversee all publications produced by the VCA
- To oversee and primarily assist with the sourcing of all articles for the DOGS Victoria magazine
- To ensure that the DOGS Victoria magazine offers relevant and quality articles to our general membership.
- To ensure that the DOGS Victoria magazine is:
 - professionally produced
 - cost effective
 - ready for posting to members no later than the first week of each month
- To review on a monthly basis the DOGS Victoria magazine
- To develop and initiate policy on the various sections of the DOGS Victoria magazine
- To preview the DOGS Victoria magazine prior to it going to the printers
- To approve and appoint volunteer staff to the DOGS Victoria magazine when necessary

2 Committee Membership

The Committee shall be made up of VCA Member/s who have been approved by the VCA Management Committee. New members of the Committee shall be appointed by the Management Committee on the recommendation of the Committee. Committee members may be replaced by the Management Committee.

3 Meeting Frequency

The Committee shall meet as often as it determines necessary but not less frequently than on a quarterly basis. The Committee may request the attendance of the Chief Executive or Management Committee Members as long as 14 day's notice is given.

4. Matters for VCA Committee of Management

The minutes of each Committee meeting shall be forwarded to the VCA within seven days of the meeting. Actions for the VCA Management Committee should be placed on a face sheet attached to the minutes titled "Actions for VCA Management Committee".

5. Other Matters

- The Chair of the Committee shall meet with the President and Management Committee of the VCA on the 4th Wednesday of April each year.
- The Committee shall perform an annual performance evaluation of itself.
- The Committee shall review the adequacy of its Charter annually.
- The Committee shall provide a report for the Annual Report by January 15th of each year.

6. VCA Contact Person

JANET DAVIDSON (*The person in the VCA Office who handles the actions requested by the Committee, e.g. letters sent on Committee's behalf.*)