

## **Tapestry Editorial Working Group**

### **Purpose**

To take collective responsibility for content, production and quality of *Tapestry*.

### **Responsibilities for *Tapestry***

1. Develop long range plan.
2. Oversee the design and layout.
3. Solicit articles, photographs and graphics.
4. Ensure the diversity of CCS community is reflected in articles and authors.
5. Edit and proofread copy
6. Ensure layout and printing contracts are in place.
7. Ensure the distribution (including electronic.)
8. Evaluate design, layout, content and distribution.

### **Membership**

- Editor appointed by Community Relations Coordinator
- 2 members
- Staff: Community Relations Coordinator

### **Relationship with Staff**

The Community Relations Coordinator will be a full member of this sub-committee, taking the lead in its work and working closely with the editor.

### **Accountability**

Shall work with the staff person on production of *Tapestry*, and relate to the Communication and Promotion Committee for matters of policy or that need decisions of Council. The Working Group is a working group, not a decision making group. They may choose to delegate the production of any edition of *Tapestry* to an ad hoc editorial group.

### **Meetings**

- The committee will meet at the call of the Editor and will undertake work between meetings as needed.
- The committee shall meet by telephone and email.

### **Terms of Appointment**

- Two years, renewable twice