The Canadian Association of Journalists
L'Association Canadienne des Journalistes

RESPONSIBILITIES OF NON-DIRECTORS ON COMMITTEES POLICY

Policy intent

The CAJ provides opportunities for non-directors to sit on various committees, subcommittees, working groups, caucuses and chapters (herein referred to as "committees"). To ensure that the process for providing these opportunities is consistent, this policy outlines CAJ's non-director representation strategy as well as the responsibilities of all committee members.

Policy responsibility

CAJ Board

Policy

1. **Availability**
   - 1.1. The terms of reference for each committee shall outline whether seats may be open to directors (also known as "members-at-large"), and how many seats are available to be filled.
2. **Requirements**
   - 2.1. Committee members must meet the following in order to sit on a CAJ committee:
     - 2.1.1. be a member in good standing, as defined within the *Membership Management Policy*;
       - 2.1.1.1. non-members may sit on a committee, as a non-voting member, should their expertise be a necessary component to the work of the committee.
     - 2.1.2. be reasonably available to attend meetings by videoconference;
     - 2.1.3. be able to check emails regularly, at minimum once per week, and devote time as required to reading and answering emails;
     - 2.1.4. be able to check Slack messages regularly, at minimum twice per week, and devote time as required to reading and answering messages that pertain to them;
     - 2.1.5. have access to a reliable internet connection;
     - 2.1.6. have access to a communications device in good working condition; and
     - 2.1.7. have access to a place to attend meetings that is quiet and allows access to the internet.
   - 2.2. All non-director committee position vacancies will be advertised on the CAJ website, newsletters, and Slack channel, inviting applications for a minimum of seven days.

2.3. Non-director committee positions that are advertised shall include the name and scope of the committee and the approximate time commitment required, including meeting commitments.
2.4. Members-at-large applying for available positions may be asked to submit a resume and details of their availability to attend meetings, or any other information the committee chair or board of directors deems necessary.
2.5. All applications that meet the requirements will be provided to the committee chair no later than seven days from the close of the advertisement. The committee chair shall recommend to the board of directors up to three (3) applicants for each position for consideration.
2.6. Once the committee chair has prepared their recommendation, a decision will be made by motion of the directors at the next available board of directors' meeting.

3. Term

3.1. Terms for all committee members are for one year or less, starting from the first board of directors' meeting following the AGM, when the board of directors decides on committee composition from directors, until the following year's equivalent meeting.
3.2. In the event that a member-at-large position on a committee becomes vacant before the term has completed, the process to fill the position immediately will be initiated if there are more than 90 days left in the term.
3.3. In the event that a member-at-large position on a committee becomes vacant with less than 90 days left in the term, the board of directors may choose to either initiate the process to fill the position immediately or leave the position vacant until the end of the term.

4. Accountability

4.1. All committee members will adhere to all applicable privacy legislation and the CAJ's *Confidentiality Agreement*.
4.2. Members-at-large, as representatives of the CAJ, shall be subject to all CAJ policies, as applicable.
4.3. At the start of their term, non-director committee members will receive information necessary for their role, which may include:
  4.3.1. access to committee documents for the purpose of committee work;
  4.3.2. confidentiality agreement;
  4.3.3. copies of policies directly related to the work of the committee.

5. Removal and reappointments

5.1. Non-director committee members who are absent from two meetings in one term per committee they are involved in may be removed from the committee after an executive committee review. Removal shall be presented to the board of directors for approval, by means of an executive committee recommendation to the board of directors.
5.2. Non-director committee members who fail to comply with this policy may be replaced with a new representative or removed from the committee by a vote of the board of directors.

5.3. When a term comes to an end, a review of the position and determination will be made if the non-director committee member will be invited to extend their term or if a call for new committee members will be made.
5.4. No maximum number of terms that a non-director committee member can hold shall exist.

Related References, Policies, Procedures and Forms:

This Policy References:
Membership Management Policy
This Policy is Referenced by:
All approved terms of reference policies
Forms and documents:
Confidentiality Agreement

Policy History:

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