The Canadian Association of Journalists
L'Association Canadienne des Journalistes

TERMS OF REFERENCE

Canadian News Industry Peer Support - Advisory Panel

Policy intent
This policy defines the roles and objectives of the Canadian News Industry Peer Support (CNIPS) - Advisory Panel. This panel is not subject to the stipulations set forth in the *Committee Governance Policy* nor the *Responsibilities of Members on Committees Policy*, and only the CNIPS subcommittee, in coordination with the CAJ board of directors, sets out how the advisory panel functions.

Policy responsibility
CNIPS Subcommittee, with oversight by the CAJ Board of Directors

Policy

1. **Role**
   - 1.1. The advisory panel is a standing subgroup of the CNIPS subcommittee, which invites and utilizes industry leaders and representatives, along with important non-journalism professionals for the work of the CNIPS Program.
2. **Authority**
   - 2.1. The CNIPS advisory panel is a standing subgroup of the CNIPS subcommittee, with authority to:
     - 2.1.1. request information from any source that the panel deems appropriate in support of their roles and responsibilities; such requests, as appropriate, can be forwarded by the panel to the CNIPS subcommittee chair, who will then seek CAJ staff support to determine the best way to obtain the required information;
     - 2.1.2. make recommendations regarding the CNIPS program to the CNIPS subcommittee, with input and consultation from any individuals or groups as it deems appropriate.
3. **Responsibilities & Objectives**
   - 3.1. Work in an advisory capacity for the CNIPS Program.
   - 3.2. Maintain positive relationships and necessary interactions with industry stakeholders.
4. **Membership**
   - 4.1. Members of the panel are recruited through invitation only, and represent specific segments of the program needs:
     - 4.1.1. Financial contributors;
     - 4.1.2. Marginalized journalists' community representatives
       - 4.1.2.1. Indigenous journalists
       - 4.1.2.2. Journalists of colour

4.1.2.3. 2SLGBTQ+ journalists
4.1.2.4. Small and digital press
4.1.2.5. Freelance journalists
4.1.2.6. Photojournalists
4.1.2.7. Francophone journalists
4.1.3. Non-news industry professionals
4.1.3.1. Mental health practitioner
4.1.3.2. Representative from CiC
4.1.3.3. Any other professional as deemed useful by the CNIPS subcommittee

4.2. A liaison between the advisory panel and the CNIPS subcommittee will be appointed to the panel by the CNIPS subcommittee quarterly and will act as an ex-officio member of the panel
4.2.1. A CAJ staff person may be instructed to attend a meeting in the liaison's stead, acting only in an ex-officio capacity, should the liaison not be available for the scheduled meeting

5. Meetings

5.1. The advisory panel shall meet quarterly.
5.2. The CAJ lead staff person shall oversee minute taking either by attending the meeting (in an ex-officio capacity) or by watching a recording of the meeting.
5.3. Minutes of meetings shall be distributed to all panel members within two weeks of the meeting date.

6. Reporting

6.1. The panel liaison shall maintain a written report of the panel activities in the appropriate Google Drive folder. This report is an internal report that will be circulated to the board on a quarterly basis, through the CNIPS subcommittee, but will not be made publicly available.
6.2. Each report shall include the following:
6.2.1. date, agenda, attendance and notes of each meeting
6.2.2. recommendations made to the CNIPS subcommittee in relation to the CNIPS program

Related References, Policies, Procedures and Forms:
This Policy References:
Committee Governance Policy
Responsibilities of Members on Committees Policy
This Policy is Referenced by:
None
Forms and documents:
None
Policy History:
Original Approval Date: Mar 2025
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