The Canadian Association of Journalists
L'Association Canadienne des Journalistes

TERMS OF REFERENCE

Canadian News Industry Peer Support Subcommittee

Policy intent
This policy defines the roles and objectives of the Canadian News Industry Peer Support Subcommittee (known hereafter as CNIPS Subcommittee, but sometimes referred to as the 'steering committee' or 'steering group'), in conjunction with the stipulations set forth in the *Committee Governance Policy*.

Policy responsibility
CAJ Board

Policy

1. **Role**
   1.1. The subcommittee is a standing subcommittee formed by the CAJ board, in conjunction with the needs of the advocacy committee, that oversees the planning, development and execution of all activity related to the Canadian News Industry Peer Support Program.
2. **Authority**
   2.1. The CNIPS subcommittee is a standing subcommittee of the advocacy committee, with authority to:
      2.1.1. request information from any source that the subcommittee deems appropriate in the support of their roles and responsibilities; such requests, as appropriate, can be forwarded by the chair of the subcommittee to the CAJ lead staff person, who will determine the best way to obtain the required information;
      2.1.2. request funds from the CAJ to support the activities of the subcommittee, by preparing a budget, and utilize any granted funds in the manner outlined in the request;
      2.1.3. enter into contract agreements with suppliers, to be signed in accordance with the *Finance Policy*, within the approved budget of the subcommittee;
      2.1.4. create any necessary advisory panels or steering groups as part of the subcommittee; and
      2.1.5. make recommendations regarding the CNIPS initiatives to the CAJ board of directors, with input and consultation from its advisory panel, the advocacy committee, executive or others, as deemed appropriate.
      2.1.6. provide direction to its advisory panel, as set out in the *Terms of Reference - Canadian News Industry Peer Support - Advisory Panel*.
3. **Responsibilities & Objectives**
   3.1. Oversee the implementation of the CNIPS Program.

3.2. Maintain positive relationships and necessary interactions with industry stakeholders.
3.3. Create all communication pieces needed for all programs, projects or other necessary messaging and provide these to the communications committee and/or CAJ staff for dissemination.
3.4. Subcommittee members must reply to requests from the subcommittee chair within three days.

4. Membership

4.1. The subcommittee shall be comprised of the following:
4.1.1. a minimum of one and a maximum of two CAJ directors, as voted on by the board of directors;
4.1.2. a CAJ staff person, ex-officio, non-voting;
4.1.3. an unlimited number of non-voting members at large, whose role on the committee is governed by the *Responsibilities of Members on Committees Policy;*
4.2. The chair of the subcommittee shall be elected from and by the members of the subcommittee.
4.3. The chair of the subcommittee shall liaise directly with the lead CAJ staff person as appropriate for the needs of the subcommittee.

5. Meetings

5.1. The subcommittee shall meet on a semi-monthly basis.

6. Reporting

6.1. The subcommittee chair shall provide a written report of the subcommittee activities to the advocacy committee chair for each board of directors meeting.
6.2. Each report shall include:
6.2.1. information about all meetings held since the last report (including a list of attendees of the meetings, as well as topics discussed at the meetings);
6.2.2. a list of each work item the subcommittee addressed, and the details of the subcommittee's contribution; and
6.2.3. details of any motions made or recommendations being brought forward by the subcommittee.

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