The Canadian Association of Journalists
L'Association Canadienne des Journalistes

TERMS OF REFERENCE

Newcomer Journalists in Canada Caucus

Policy intent

This policy defines the roles and objectives of the Newcomer Journalists in Canada Caucus (NJCC). This caucus is subject to the stipulations set forth in the *Committee Governance Policy* and the *Responsibilities of Non-directors on Committees Policy*.

Policy responsibility

Membership committee, with oversight by the CAJ Board of Directors

Policy

1. **Role**
   - 1.1. The members caucus is a standing caucus formed by the CAJ board of directors, which invites and utilizes individuals who meet the caucus' eligibility criteria to form a group that addresses issues and matters unique to the caucus' members.
2. **Authority**
   - 2.1. The NJCC has authority to:
     - 2.1.1. request information from any source that the caucus deems appropriate in support of their roles and responsibilities; such requests, as appropriate, can be forwarded by the caucus to the membership committee chair, who will then seek staff support to determine the best way to obtain the required information;
     - 2.1.2. make recommendations regarding the activities of the caucus to the membership committee, with input and consultation from any individuals or groups as it deems appropriate.
     - 2.1.3. set out its planned activities and actions, so long as these do not conflict with the broader CAJ strategic plan, mandates, governing principles, mission and/or vision.
3. **Responsibilities & Objectives**
   - 3.1. Create a professional home and support system for newcomer journalists in Canada;
   - 3.2. Connect newcomer journalists with each other and with the broader Canadian media community;
   - 3.3. Strengthen the ability of newcomer journalists to continue reporting on their communities and countries of origin;
   - 3.4. Provide mentorship, skills development and career pathways for newcomers;
   - 3.5. Support local and community journalism within Canada;
   - 3.6. Provide a source of lived experience for the broader CAJ directors, committees, and community to consult with on various matters;
   - 3.7. Maintain positive relationships and necessary interactions with industry stakeholders.
4. **Membership**
   - 4.1. Members of the caucus are recruited through invitation and by way of general acquisition through membership, and represent a specific segment of the membership:
     - 4.1.1. journalists who are exiled, refugees, newcomers, and/or otherwise in Canada permanently due to at-risk conditions in their home countries
   - 4.2. The caucus shall nominate one of its members to act as a liaison and chair of the caucus, reporting to the membership committee, subject to the approval of the liaison by the membership committee.

4.3. A CAJ staff person may be instructed to attend meetings of the caucus, acting only in an ex-officio capacity, to provide administrative support for the caucus.

5. Meetings

5.1. The caucus 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 caucus members within two weeks of the meeting date.

6. Reporting

6.1. The caucus chair shall maintain a written report of the caucus activities in the appropriate Google Drive folder. This report shall be circulated to the board of directors for its regular meetings and will form part of the official CAJ records.

6.2. Each report shall include the following:

6.2.1. date, agenda, and summary notes of each meeting

6.2.2. recommendations made to the membership committee in relation to the caucus activities

Related References, Policies, Procedures and Forms:

This Policy References:

Committee Governance Policy
Responsibilities of Non-directors on Committees Policy

Forms and documents:

None

Policy History:

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