

Name of Committee: <u>Publications and Communications</u>	Number of Members <u>Six + YF + 2-3 staff</u>
Brief description of mandate: <u>Manage the publications of CYM, including website (electronic) and printed (including The CF). Foster communications inside CYM, working with Clerks, Standing Committees, and others.</u>	
Number of meetings per year <u>One is what we understand was in the original mandate after CnR, but in 2013 we asked for funding for an additional special mtg. This may be needed again.</u> Typical time of year of meeting/s: <u>Last weekend in October. If spring, then 3 or so weeks before Rep Mtg.</u>	
Location of meetings: <u>Usually Toronto, but may shift according to needs &amp; members' locations. Some telephone conference calls may be specially called.</u>	
Amount of time required beyond committee meetings <u>Average 1-2 hours per week to respond to issues and discussion boards; maybe more if the member has a specific responsibility (eg Financial Officer, Staff Oversight)</u>	
Required to be present at CYM? <u>No.</u>	
Is financial support provided for attending meetings? <u>Regular meeting(s) only.</u>	
Geographic representation needed at the Committee? <u>Has been traditional East, Central, West. This is probably not a firm requirement now though it would not be good to have all 6 from one area.</u>	
Specific skills needed: <u>Ability to work in team; Willing to take responsibility and to live up to commitments; Able to express self verbally and/or in written material.</u>	
Special responsibilities of committee: (i.e., employment; staff supervision, etc.). <u>Hire, evaluate and supervise web and print media staff; Work with Finance/Contributions committees to manage costs and fund-raising campaigns.</u>	
Working groups/sub committees of this committee: <u>Staff oversight, Financial/budgets, Coordinate with other committees.</u>	
Other pertinent information for prospective members: <u>For 2014, we expect Mark S and Adam N to reoffer and are grateful. Co-Clerk Carol B is retiring with CYM 2014, one year early. Although we hope to hire a Web Editor earlier in 2014, we require someone with the ability—and time-- to manage and oversee contracts (for electronic maintenance, updating and expansion), which has been a major part of Carol's work, also to assist (Co-)Clerk Michael K-L in committee ongoing work.</u>	