

Communications Committee Mission Statement/Mandate

The Communications Committee exists to ensure the professional publication, presentation, and maintenance of store documents including the following types of material:

- store brochure
- membership handbook
- employee manual
- board binder
- special committee publications (such as the Food Issues Committee's *Harvest Thyme* publication or strategic planning updates)
 - in-store information/signage for the Food Issues Committee
 - in-store "Bulletin"
 - website content

The committee's duties shall consist of:

- the actual production of the documents, including copy editing, proofreading, designing, and liaising with the printer
- creating and/or providing document templates for all publications, such as Karma's mission statement, masthead template(s), staff list, committee list, etc.
- long-term planning and policy making to guide production and committee structure, such as the creation of a house style guide
- creating and posting a Karma-wide production schedule for all publications
- coordinating paper stock and maintaining inventory across publications
- coordinating invoicing for various publications if and when required
- any other related special projects, such as the purchase of publications display racks for the store, or the creation of a Karma publications archive in the members' room

The Communications Committee shall not be involved in the production of poster content and design, AGM materials, committee documents, or operations-level documents.

All publications created at Karma Co-op should be referred to the Communications Committee for editing, design, and other services before being printed and/or distributed, with the exception of The Chronicle newsletter. This will ensure that the production process is efficient and that the responsibility for editing and production remains at the membership level. It will also ensure that publications consistently reflect Karma's mission statement, that they communicate information in 3 clear, accurate, and effective manner, and that they adhere to an accepted editorial standard including principles of anti-oppression.

The Communications Committee shall consist of members including editors, designers, researchers, writers, proofreaders, or other contributors to the committee's work. Each committee member shall receive a work credit for committee work (see Work Credit Guidelines).

The committee is exempt from regular monthly meetings in favour of periodic planning sessions and frequent phone call and e-mail conferences.

All changes in policy or procedure shall be reported to the board via the board liaison. Final edits and initial design ideas will also be presented to the board for approval before a project is designed and/or printed.

Communications Committee Editorial Policy

This document is a modified version of the Chronicle Committee Editorial Policy, which was revised by the committee and approved by the board of directors in 2000.

1. Materials published at Karma Co-op should be professional, readable, inclusive, and accessible, with ideas communicated effectively to the membership and/or non-member readers.
2. Editor(s) shall work directly with designated board and/or staff members to receive final

- input and instructions on publications before starting their work.
3. Editor(s) shall bring all final edits and initial design ideas to the board for final approval before proceeding with design and/or printing.
 4. In accordance with point [^](above), the responsibility for all content in publications produced by the Communications Committee shall rest with the board of directors.
 5. In accordance with point [#][^](above), the Communications Committee shall not deal directly with the membership on points of editorial or other disagreement. All questions, complaints, and suggestions shall be forwarded to the board of directors.
 6. The editor(s) shall endeavour to ensure that none of the following appear in any publication produced at Karma Co-op: preventable errors of fact, spelling, or typography; material for which Karma requires but has not obtained the copyright holder's permission to publish; and material that violates progressive standards for the avoidance of racist, sexist, or similarly offensive language or images.
 7. The editor has authority to edit staff or board submissions/publications for punctuation, grammar, spelling, or typographical errors, and to impose house style. The editor also has the authority to make substantive modifications to the material provided such changes do not alter the author's ideas or intent. The editor shall clarify all ambiguities in meaning in consultation with the author and/or the board of directors.
 8. The name(s) of editors, proofreaders, designers, researchers, writers and any other person involved in producing publications at Karma shall appear in the document masthead, although contact information provided will be that of the board of directors.
 9. All editorial and production staff should be qualified in some degree to participate in the publication of documents taken on by the Communications Committee. All members must have access to a computer, with software including Word and Adobe Acrobat, and they must have access to an e-mail account (not Hotmail or Yahoo).
 10. All work will be checked by other members of the Communications Committee team before being brought to the board of directors for final approval.
 11. All publications will be checked on a yearly basis and updated when necessary in consultation with the board of directors.

Communications Committee Printing Guidelines & Budget

Design specifications, print runs, and budgets for specific projects will be decided by the board of directors on a project-by-project basis. This information will then be communicated to the Communications Committee so it may embark on its work.

The Communications Committee itself does not require a budget, as all projects are done at the request of the board, staff, or committee(s).

Karma Co-op uses the services of JT Copy (contact info below). Designers can submit the completed document by uploading a PDF file to JT's website. The password is 01user99, and the upload page is at www.jtprinting.com/ezupload/index.php. If the designer has questions or problems, they may contact the Chronicle Committee at chronicle@karmacoop.org for assistance.

Communications Committee Work Credit Guidelines

Printer Contact Info:

JT Copy
809 Dundas Street West, Unit B
Toronto M6J 1V2
Telephone: 416-203-6203
Fax:416-203-9203
E-mail: info@jtprinting.com
Web: www.jtprinting.com
Contact: Tai Tang, assisted by Jonathan and John
Hours of operation: Monday to Friday, 10 am to 6 pm

Communications Committee editors, proofreaders, designers, writers, researchers, or other members shall receive credit equal to the amount of time spent on any duty and/or project. In order to receive credit for work performed, committee members shall sign the Work Credit Binder at the cash and indicate their name, household number, committee name, total hours worked, and duties performed so the membership secretary can tally the total work credit. Although some publications will require many hours of work, it is intended that members of this committee will work only occasionally for the committee, doing projects on an ad hoc basis and not on a regular (monthly) basis. Any time spent in meetings shall be considered work time, and eligible for credit.