



## ***IBPA Independent Editorial Advisory Committee***

*IBPA Independent* is the official member magazine of the Independent Book Publishers Association (IBPA). The magazine's mission is to educate and inform IBPA's membership and the independent publishing community at-large on important topics relevant to their businesses, their careers, and the industry.

The Editorial Advisory Committee is a standing committee tasked with advising on the direction of the magazine's content and overall themes. The Editorial Advisory Committee reports to IBPA's Chief Executive Officer.

### **AIMS & OBJECTIVES:**

The objectives of the Editorial Advisory Committee are to:

- develop content ideas and identify subject matter experts
- brainstorm potential writers and advertisers
- ensure the practical nature of the magazine's content remains a top priority

### **COMMITTEE MEMBERS:**

The Editorial Advisory Committee includes a Chairperson, two Board Representatives, up to six Members-at-Large, and one Staff Liaison. Committee members must represent a cross section of IBPA membership, including independent publishers, self-published authors, and vendors. All committee members must be IBPA members in good standing at least one year prior to start of term.

The Chairperson is a member in good standing on IBPA's Board of Directors and is appointed by IBPA's Board of Directors in consultation with IBPA's Chief Executive Officer. To assure familiarity with the goals of the committee, the Chairperson must have served at least one year on the Editorial Advisory Committee prior to becoming Chairperson.

The two (2) Board Representatives are members in good standing on IBPA's Board of Directors and are appointed by the Chairperson in consultation with IBPA's Board of Directors.

The up to ten (10) Members-at-Large are IBPA members in good standing for at least one year prior to start of committee term and are appointed by the Chairperson in consultation with IBPA's Chief Executive Officer via an annual application process. Members-at-Large are appointed for their proven experience and expertise and must represent the diversity of IBPA's

membership. In addition, Members-at-Large must have taken part in at least one IBPA member benefit in the past year.

The Staff Liaison is a current IBPA employee and is appointed by IBPA's Chief Executive Officer to assist the Editorial Advisory Committee in its work.

### **TERMS:**

Committee members serve renewable, one-year terms coinciding with IBPA's fiscal year (July 1st through June 30th). All committee members, including the Chairperson, can serve no more than three consecutive terms. After at least one year hiatus, previous committee members can rejoin for renewable, one-year terms again not to exceed three consecutive terms.

### **RESPONSIBILITIES:**

#### **Members-at-Large and Board Representatives:**

1. Maintain current IBPA membership.
2. Attend all meetings; notify the Staff Liaison whenever there is a scheduling conflict.
3. Review all materials prior to each meeting; notify Staff Liaison of issues/questions.
4. Brainstorm themes, story ideas, and writers for upcoming issues.
5. Provide feedback about submitted articles as directed by the chairperson and managing editor. Also provide feedback, as requested, about design or topic changes.
6. Help identify potential advertisers.
7. Immediately inform the Staff Liaison and Chairperson if personal or professional circumstances change to the extent that they cause disruption in the ability to perform the above-listed responsibilities.

#### **Chairperson Responsibilities/Duties**

1. Item numbers 1-7 as listed under Members-at-Large and Board Representatives Responsibilities above.
2. Serve as leader, facilitator, and team builder, as well as principal architect and integrator of committee work.
3. In coordination with the managing editor, provide insight, proposed direction and guidance about high-level publishing activities (publication mission statement, budget, design, overall content, advertising, circulation, other publishing-related projects, etc.) to IBPA's CEO.
4. Encourage the expression and constructive discussion of diverse viewpoints. At every meeting, each committee member should feel that he or she has had a full opportunity to express opinions and otherwise contribute to the aims and objectives of the committee.
5. Select two Board Representatives for the committee in consultation IBPA's Board of Directors.
6. Select up to ten Members-at-Large in consultation with IBPA's Chief Executive Officer.
7. Advise the Staff Liaison on the management of committee work.

**Staff Liaison Responsibilities:**

1. Provide thorough orientation for the Chairperson and assist the Chairperson in providing orientation for new and continuing committee members each year.
2. Work with the Chairperson to develop agendas that will conduct effective meetings.
3. Provide administrative support for planning and execution of all committee meetings.
4. Draft meeting minutes for review and approval by the Chairperson.
5. Work with the Chairperson, other committee members, and IBPA staff to ensure that committee work is carried forth between meetings.
6. Communicate committee activities, including requests for action and/or proposed policies to IBPA's Chief Executive Officer and/or Board of Directors.
7. Report to the committee on the decisions of IBPA's Board of Directors.
8. Propose issues that will further the aims and objectives of the committee.

**MEETING SCHEDULE:**

The Editorial Advisory Committee meets on the first Friday of every month from 9:30 AM to 11:00 AM Pacific. Each monthly meeting focuses on developing content ideas for the magazine two months out. This means that the November issue is discussed during the August meeting, etc.

**AGENDAS & MATERIALS:**

In consultation with the Chairperson, the Staff Liaison develops agendas for each committee meeting based on the work at hand. Any committee member may suggest items for the committee agenda in advance of the meeting or as part of the "New Business/Old Business" agenda item which closes each meeting. Necessary briefing materials are provided to the committee in advance.

**EXPENSES:**

Committee members (or their organizations) are responsible for their own expenses as related to committee participation. Most, if not all, meetings are held via WebEx and a general conference call service. Any meetings held in person will include a conference call option.

**VOTING:**

A majority of committee members must be present to constitute a quorum for each meeting. Assuming a quorum, actions at meetings are approved by a majority vote. Each committee member has one vote.

**REPORTING TO THE BOARD:**

Two weeks prior to each quarterly meeting of IBPA's Board of Directors, the Chairperson and Staff Liaison provide a written report on the committee's actions since the last Board meeting. This report is included in the official briefing materials provided to the Board two weeks prior to their meeting.

During the Board meeting, the Chairperson (or the Chairperson's designee), in coordination with the Staff Liaison, provide a verbal report on recent actions and requests board-level approvals, as necessary.

**COMMITTEE MEMBER REMOVAL OR RESIGNATION:**

Any member of the Committee may be removed by IBPA's Board of Directors. Resignation from the Committee shall be made in writing to the Chairperson with a copy to the Chief Executive Officer.

Vacancies shall be filled during the annual application process, or as needed.

*(last updated June 6, 2017)*