



**Association of Professional Geoscientists of Ontario
Field Notes Newsletter Sub-committee
Terms of Reference**

Mandate

The Field Notes Newsletter Sub-committee, a sub-committee of the Communications and Public Awareness Committee, is responsible for producing and distributing the association's newsletter, *Field Notes*, to the APGO membership

Functions and Responsibilities

- Inform the membership of important issues that affect the practice of geoscience in Ontario and provide recognition for accomplished geoscience professionals as well as distribute information of general interest to the geoscientists in a concise and attractive format
- Solicit articles, at least four per issue, as well as links to other items of interest
- Compile noteworthy news links from around the world with a geoscience theme in the From Far Afield section of the newsletter
- The Editor organizes the meetings and items of the newsletter and submits it to the APGO Communications Coordinator

Outcomes and Deliverables

- Regular publication of the newsletter to members. (Currently publication is bimonthly distributed via email to members in February, April, June, August, October and December)
- Annual report submitted to APGO Council by February 28 following the December 31 year end

Operational Considerations

- Regularly conduct a meeting between members. (Meetings are currently scheduled for the first Wednesday of every other month on even numbered months at 10 a.m. via teleconference except for days that conflict with the AGM and Council Meetings). The Moderator of these meetings is the Editor
- Minutes of the meetings are informally kept by the Editor and the results of the meetings are manifested in the edited final articles and items published in the newsletter

Status and Authority

- This sub-committee reports to the Communications and Public Awareness Committee

- The Executive Director and Registrar serves as a second contributing editor for the newsletter
- Recommendations and decisions for the newsletter content will be by consensus of the Sub-committee with advice from the Executive Director and Registrar
- Editorial decisions will be made by the Editor
- The Sub-committee's term is open ended
- Material changes to the scope of the Newsletter including financial and/or outsourcing considerations are to be referred to Council for review and concurrence

Composition/Organization

- The composition of the Field Notes Newsletter Sub-committee is unspecified. (It is currently comprised of 5P.Geo members and the Communications Coordinator which includes an editor and contributing editor)
- The Editor of the newsletter serves as the Chair of the *Field Notes* Newsletter Sub-committee
- The Editor or the Executive Director and Registrar must be a P. Geo
- New members of the Sub-committee can be added at any time

Review

- The Terms of Reference of the Field Notes Newsletter Sub-committee will be reviewed at least once every three years