



NEW YORK - NEW JERSEY TRAIL CONFERENCE

PUBLICATION COMMITTEE CHARTER

Approved by the Board on October 29 , 2016

Purpose

The Publications Committee oversees the production of books, maps, and hiking-related brochures to increase access to and enjoyment of public lands.

Responsibilities - The Committee shall be accountable to the Executive Director to:

- Develop the Publications Policy in conjunction with the Policy Council.
- Develop an Annual Plan and Budget for publications in conjunction with the Executive Director.
- Communicate and collaborate with other program and trail committees and staff via the appropriate Regional Trail Councils.
- Identify which maps, books, and other media should be published under the Trail Conference's imprint or distributed by the Trail Conference and the format(s) in which they will appear, i.e., print and/or electronic.
- Collaborate with staff designated by the Executive Director to work with the Committee on marketing of publications. Develop a Publication Manual for books and for maps that sets the guidelines and procedures for managing the publication process.
- Maintain copyrights, contract-related information, and archival copies of all Trail Conference publications.
- Address "larger picture" issues of concern to the publication process.
- Under the supervision of the Committee chair, ensure that the Committee's records such as meeting agendas, minutes, and other publications-related documents are archived on an on-going basis in the NYNJTC records.

Membership

- A Committee Chair will be nominated annually by the Executive Director for Board approval.
- The Executive Director will name a staff member as the primary liaison to the Committee and Project Managers as needed.
- Others with relevant skills, expertise and/or interest, as determined by the Committee chair, may be appointed by the Committee chair or by Committee resolution, or by the Executive Director, or by the Board Chair.
- Composition of the Committee should be reviewed periodically to consider the need to bring on new members to broaden expertise and address anticipated needs.

Meetings

- The Committee will determine the frequency, times, and locations of its meetings.
- The chair will convene and facilitate meetings, prepare meeting agendas, and work with members to set priorities. The chair may designate any Committee member as the temporary chair for running a particular meeting.
- The Committee secretary will keep minutes of meetings, which will be communicated and archived electronically. Meetings will be announced on the Trail Conference Committee website along with agendas and minutes.
- A quorum will consist of a majority of all Committee members (present in person or by electronic means) and a majority vote of such members so constituting a quorum shall be necessary for action on agenda items.
- Work of the Committee may be done in person or by electronic means.