



Terms of Reference for the CLBC Editorial Board

Mandate

The Editorial Board was created by Community Living British Columbia (CLBC) to ensure meaningful participation of individuals and families in the on-going work of CLBC. The Editorial Board helps to ensure perspectives (points of view, opinion) of the people we serve are present in the development of CLBC's communications, publications and other CLBC related projects and initiatives. Board members support CLBC communications and community relations by helping to bring information from CLBC to their communities and vice versa.

Duties and responsibilities of Editorial Board Members:

Editorial Board members meet in-person three times a year to contribute to and provide input on:

- Information needs and interests of self advocates in British Columbia
- CLBC newsletter, website and other communication products
- Plain language and accessibility of information
- CLBC projects and initiatives
- Strategic planning

Through in-person meetings, and monthly sub-committee work, the Editorial Board will provide advice to CLBC on communications and projects such as: :

- CLBC Website accessibility, design and content
- Partnership with Self Advocate Net as an on-line hub for self advocacy movement
- Community Living Month events, Annual Report and WOW Award themes
- CLBC newsletter distributed to over 2000 stakeholders
- social media tools including twitter, Facebook, Linked in, etc.
- publications like brochures, posters, books, documents on-line
- CLBC Scholarship fund applications
- Speaker's Bureau of self advocates interested in public speaking
- survey tools that invite direct feedback from on current issues important to self-advocates

Duties and responsibilities of CLBC

- ✓ CLBC is responsible for providing staff and administrative support to the Editorial Board.
- ✓ CLBC's Director of Communications and Self Advocate Advisor will Co-Chair the Editorial Board as well as be the primary contacts for Editorial Board members
- ✓ Resources will be provided to support the Editorial Board's activities through CLBC's annual consolidated communications budget.

Composition of the Editorial Board

13-15 official Board members:

- 2 Self advocates/ CLBC Region= 10
- 3 family member/allies of self advocacy movement= 3
- 2 support members if requested by individual self advocates
- members live in British Columbia and must be either eligible for or be directly related to someone who is eligible for CLBC supports
- one year term with option to extend to a maximum term of 18 months – or six meetings
- each of 5 regions must be represented: Vancouver / Vancouver Island / Fraser Valley / Interior / North
- participation is voluntary at all times

The Editorial Board may invite other stakeholders to participate as needed in Committees that may be established to guide special projects.

If a member of the Editorial Board does not attend three consecutive meetings without explanation they will be removed from the Editorial Board.

Remuneration and Expenses

The Editorial Board is a paid position. Each member will receive a flat rate of \$1200.00/year for their participation, paid via \$100 monthly

Additional costs of travel, food stipend and accommodations will be covered by CLBC if they are approved in advance or arranged by CLBC.

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Meeting Schedule & Support

The Editorial Board will meet in-person in Vancouver at least three times per calendar year. In person meetings will be a full day, scheduled at least 6 weeks in advance and in association with other community living events wherever

possible. CLBC will make extra efforts to facilitate individuals who may not be able to participate in in-person meetings through the use of technology, individual sessions and regional meetings as needed. CLBC will also work to provide support for Editorial Board members with hearing and visual impairments.