

the CASCADE

Bribing students with free pizza to come to board meetings since 1993

A brief guide to being on the Cascade Journalism Society Board of Directors



Cascade Journalism Society

The Cascade is UFV's autonomous student newspaper and an alternative press for the Fraser Valley. The Cascade is funded with UFV student funds, and is overseen by the Cascade Journalism Society Board, a body run by a student majority.

The Cascade is overseen by the Cascade Journalism Society (CJS), whose members include all UFV students who pay student fees. As a registered non-profit society, the CJS is governed by a volunteer board of directors who ensure that *The Cascade* is achieving its goals and operating in a fiscally and legally responsible way. Members vote for new directors onto the board during our annual general meeting.

You do not need to be an expert on journalism or nonprofits to be a Director, *The Cascade* is looking for people who enjoy reading our humble, yet brilliant, publication and who want to make *The Cascade* the very best student-led, independent news publication in the Fraser Valley.

The goals of the Society are:

- to provide UFV students with professional quality newspapers, magazines, reports, papers, books, and online news sources primarily by and for students, keeping students informed on relevant activities and events, both at UFV and at large;
- to provide UFV students with the opportunities for hands-on experience in newspaper production;

Learn more about the Cascade Journalism Society in the [Constitution and Bylaws](#).

Board of Directors:

Who is our Board of Directors composed of?

The Board is composed of a minimum of five and a maximum of ten voting members:

- a. Five student representatives, who are members of the society in good standing
- b. One CJS alumni representative, who has held but no longer holds a contracted position at the newspaper, and was not forcibly removed from their position
- c. One staff or faculty representative, who currently holds a paid position at UFV
- d. One community representative, who resides in the Fraser Valley
- e. One continuity representative, who has previously held an elected seat on the CJS board of directors

The non-voting members of the board are:

- a. The current Editor in Chief, who represents the executive staff of the newspaper
- b. The current Managing Editor or Business Manager who will serve as Secretary
- c. A representative of the UFV Alumni association
- d. A non-executive contractor of the newspaper

Who are the executive board members?

Directors should appoint three executive positions to the board:

- a. President: chair all board meetings and remain in close contact with The Cascade executive team.
- b. Vice President: take over the duties of the president in their absence and ensure any active committees meet the requirements or goals set out by the board
- c. Treasurer: work with the Business Manager to keep and review all financial records and statements and be responsible for facilitating any audit or financial review of the Society.
- d. Secretary: keep minutes of all meetings.

Who is not permitted to serve on the Board?

1. If you are currently an elected official, paid contractor, or employee of SUS or CIVL.
2. If you are an employee or honorarium-paid staff of the newspaper or own or invest in a company contracted by the newspaper.
3. If you are a voting member of the UFV Board of Governors, the UFV Senate, or hold an administrative position (such as, but not limited to, president or a vice-president) of UFV.

What are your responsibilities being on the Board of Directors?

Board members are responsible for:

- Attending monthly Board meetings and the Annual General Meeting
- Ensure the mission, vision and values of the CJS are being upheld
- Fiscal and legal oversight of the organization
- Appointing Editor in Chief and the hiring and firing of any executive members
- Represent the CJS and build partnerships within UFV and the greater Fraser Valley community
- Create and amend operational policies of the Society
- Recruitment and training of future board members
- Uphold confidentiality of all confidential information discussed at meetings.

What qualifications do I need to be on the Board of Directors?

- Do you have an understanding of our publication, the community it serves, and its importance within the student body?
- Are you willing and able to commit time for at least ten board meetings (once a month except for July/August) a year, plus the Annual General Meeting and any special/urgent meetings that may arise?

- Can you add value to the board with your background in journalism, finance, asset management, and/or public relations?
- Do you have new ideas, new perspectives, and new relationships that are in-line with our mission and mandate that you can bring to the table?

How do you benefit from being on the Board of Directors?

- Professional experience on the Board of a non-profit organization, a great addition to any resume
- Early registration
- The thrill of knowing that you are advancing independent journalism

What does a monthly Board meeting look like?

- We must meet quorum requirements, meaning half the number of board members plus one, or rounded up to the nearest one to run the meeting. Cascade executives **do not** count towards quorum. So, if we have eight board members, there must be at least five board members present at each meeting.
- The meetings consist of the following items:
 1. Call to order - Chairperson Motion
 2. Appointment of Chair
 3. Approval of Agenda
 4. Approval of Minutes from last meeting
 5. Reports:
 - a. Executive Editor's report
 - b. Managing Editor's report
 - c. Business Manager's report
 - d. Creative Director's report
 6. Special business
 7. Adjournment

See a template of CJS Board Minutes [here](#).

See all previous Board meeting minutes [here](#).

What are Board members not permitted to do:

It is important to remember that Board members do not have any control over the editorial content of the paper. Editorial content means: all articles, editorials, writing, letters, layout, photos, graphics, visuals, videos, aesthetics in print or on the newspaper's website or official social media accounts, including but not limited to Facebook, Twitter, and Instagram; editorial policies; or section page allocation.