

**Editors' Association of Canada
Prairie Provinces Branch
Board Member
Operations Manual**

Revised October 2011

EAC–PPB Board Member Operations Manual

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About the Editors' Association of Canada

In the late 1970s, several young Toronto editors began talking about their shared problems and goals, and by May 1979 the Freelance Editors' Association of Canada (FEAC) had been officially launched. There were approximately 50 people involved, with Maggie MacDonald serving as the association's first president. Within the first year, the association had a logo, a constitution, and a directory.

By 1981, Ottawa was hosting a group; three years later, Montreal formed a committee; and in 1985, British Columbia did the same. However, until 1990, FEAC operated as a Toronto-based organization. During 1990 and 1991, a new national structure with four separate regional branches was established. The branches were Quebec-Atlantic Canada, National Capital Region, Toronto, and Western Canada (which was essentially British Columbia).

In 1982, FEAC adopted a French name, *Association canadienne des pigistes de l'édition*, and thus committed to being a bilingual association.

During the first 15 years of its existence, FEAC primarily addressed issues that were uniquely of concern to freelance editors. However, over the years that emphasis gradually changed. So, in 1994 the association's name was changed to the Editors' Association of Canada/Association canadiennes des réviseurs (EAC/ACR), and in-house editors were invited to join.

In 1996, the Editors' Association of Alberta merged with EAC/ACR, becoming the Prairie Provinces Branch. This addition meant that the organization now represented editors across the country.

Today, EAC/ACR has six branches and over 1700 members. The association is led by the national executive council.

About the Prairie Provinces Branch

Prairie Provinces Branch History

The Prairie Provinces Branch (PPB) is an active and forward-looking organization with more than 170 members living in cities and towns in Alberta, Saskatchewan, and Manitoba. It has been a branch of EAC/ACR since 1996, but its roots were formed in 1988 when a group of about 12 editors began meeting regularly in downtown Edmonton. By 1990, this group had a name, the Editors' Association of Alberta, and its by-laws were officially registered with the provincial government. By the end of 1993, EAA had more than 50 members, published a newsletter (called *Latest Edition*, then as now), and offered professional development courses.

In 1991, EAA members discussed the pros and cons of joining the Freelance Editors' Association of Canada. But because FEAC did not include in-house editors as members, and many EAA members were employed by government, public utilities, educational institutions, and so on, EAA didn't join. By 1996, FEAC had become EAC and welcomed in-house editors. At that time, some local members of EAA were concerned about the association's low profile in the national publishing and communications community, and consequently its members decided to join EAC.

Since becoming a branch of EAC/ACR, the PPB has seen a significant increase in membership numbers. Editors from across the prairies have joined the branch, taking advantage of programs and services previously not available to them.

In 2005, Saskatoon members struck out on their own, forming the Saskatoon branch. (The branch changed its name to the Saskatchewan branch in 2009.) The PPB and the Saskatchewan branches retain close ties and collaborate on many projects, including the *Latest Edition* newsletter.

PPB and the Professional Community

Many PPB members are employees of, or freelance editors for, local and provincial governments, colleges, universities, school boards, health authorities, and other public sector agencies. Technical, scientific, and corporate work is also prevalent, particularly in Calgary, where numerous head offices are located. Several small publishers in the Prairies produce trade, literary, and educational books, and many of our members work with or for them.

Partnerships with other industry groups, such as the Alberta Magazine Publishers' Association, Writers Guild of Alberta, Periodical Writers Association of Canada, and Society for Technical Communications, enable PPB members to participate in their events, often at reduced cost.

Board Structure

The board of the PPB—as revised and approved by the membership in 2010—is elected annually and composed of the following positions: past chair, chair, vice-chair, treasurer, secretary, and three liaisons: outreach committee liaison, internal committee liaison, and external committee liaison. Filling out the board and appointed by the elected members and/or the annual general meeting are the mentorship coordinator, membership–volunteer coordinator, education coordinator, IT coordinator, program coordinators (Edmonton and Calgary), external publicity coordinator, internal publicity coordinator, newsletter coordinator (editor), job hotline coordinator, and area representatives. The chair, past chair, vice-chair, treasurer, and secretary

constitute the executive. The EAC's regional director of branches and twigs (west) is named an ex officio member of the PPB board.

The PPB board meets once a month from September through June.

Branch Services and Activities

PPB offers a variety of social events, guest speakers, panels, and discussion groups throughout the year. Topics have included information technology, new media, contracts and other legal issues, fees and estimating, taxation, and much more. The branch also organizes workshops and training sessions that involve an instructor or facilitator hired to teach a specific skill or provide an overview of areas that are pertinent to editors. These events have a formal registration process and fee. PPB members are notified by email about all such events.

PPB members also receive regular email announcements about local and national job opportunities, which are sent out by the hotline coordinator. *Latest Edition*, the branch newsletter, is posted on the PPB portion of the EAC website and emailed to members as a PDF file two or three times each year.

Membership Advantages

Membership in PPB offers substantial benefits to both seasoned editors and those who are new to editing. Along with receiving notices of job openings via the PPB hotline, members get a chance to network and find out from other editors about available work. Just as important for many is the opportunity to meet colleagues who have similar interests and aspirations and to share editing experiences, knowledge, and challenges. Several PPB members have expanded their personal and professional horizons by taking on active roles at the branch board or the national level.

Become Involved

Branch activities are all initiated, developed, and carried out by members who have volunteered their time. Therefore, help is always much needed with activities that range from service on the PPB board to a few hours of assistance with a particular event. Interestingly, PPB members who have volunteered in the past say that their involvement has given back as much as – or more than – they have contributed to the association. Through volunteering, members have discovered excellent opportunities to hone their skills, expand their network, and feel more connected.

You've Joined the Board – Now What?

As a member of the PPB board, you are expected to perform specific tasks and take on a number of responsibilities. This section of the Operations Manual describes these expectations. Each year, board members review and update their “job descriptions” to ensure their relevancy.

All Board Members

- Promote the branch and its membership, as well as the role of editors.
- Recruit new members and develop future leadership.
- Respond to requests for information by replying directly or referring the request to an appropriate source.
- Support PPB events by attending member and board meetings as active participants.
- Submit agenda items to the chair two to three days before board meetings.
- Follow PPB policies and protocols (e.g., the branch style guide, the three-reader rule).
- Act as consultants to their respective successors at the end of their terms in office.
- Submit an annual report on activities at the PPB annual general meeting (AGM).
- Stay informed about EAC in general and the PPB specifically (e.g., through the website or newsletters).
- Contribute to branch newsletters.

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Past Chair (*Ex-Officio*)

- Recruits members to fill any vacancies arising on the board in the course of the year and creates a new board roster at year-end.
- Issues a call for nominations for prospective incoming board one month before the AGM.
- *When asked*, provides current board members with information about past experience (corporate memory) and/or advice.
- *May* agree to handle special projects, as requested by the current board.
- *May* attend all meetings of the board or its committees.

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Chair

- Provides leadership to the branch.
- Coordinates the branch and leads the board in setting branch goals and objectives.

- Prepares agenda for and chairs general and board meetings.
- Serves as an ex-officio member of all PPB committees.
- Acts as liaison/coordinator among all executive roles.
- Oversees branch administrator role.
- Holds one of the two keys to the mailbox and shares mail pick-up duties with the Branch administrator (or designates another member to do the same).
- Co-signs and appoints an alternate to co-sign cheques, along with the treasurer, for PPB expenditures.
- Serves as contact person for inter-branch communications.
- Attends meetings of branch chairs at the EAC AGM.
- Takes on or delegates the duties of past chair and vice-chair if those positions are vacant.

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Vice-Chair

- Takes on duties of chair as needed.
- Assists and supports past chair in recruiting nominating slate.

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Secretary

- Keeps minutes of board meetings; distributes minutes shortly after the meeting to allow members time to act on pertinent items prior to the next meeting.
- Keeps permanent records.
- Submits approved copies of the PPB minutes and any other significant branch publications to NEC.
- Submits approved minutes to internal publicity coordinator for web posting and directs members to online minutes when requested.
- Keeps track of motions, important suggestions, and decisions arising out of email discussions.
- Maintains EAC–PPB Operations Manual.
- Ensures that new policy items discussed and moved at board meetings are added to the Operations Manual.
- Writes correspondence such as formal letters of support and congratulations and thank yous.

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Treasurer

- Helps the board prepare an annual budget and special projects budget.
- Helps develop and evaluate financial policies for the branch.
- Reviews and approves periodic financial statements and reports prepared by the Branch Administrator and reports these to the board.
- Co-signs cheques (with the chair or designate) for PPB expenditures.
- Establishes a relationship with the national treasurer and EAC national office.
- Directs board to select two members in good standing to audit the annual financial statements prior to the AGM.
- Ensures that instructors for courses receive prompt payment and reimbursement.

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Membership/Volunteer Coordinator

- Responds to requests for information about general membership.
- Responds to enquiries about membership and recruits members, working closely with the publicity coordinators (external and internal) and the program coordinator.
- Contacts potential members and volunteers upon receiving names and contact information.
- Welcomes new members and makes contact with non-renewing members.
- Coordinates volunteer recognition.
- Requests volunteer job descriptions from board members.
- Coordinates volunteer recruitment at member meetings and programs.
- Forwards volunteer opportunities to internal committees liaison to send to IT coordinator to post online and also sends to listserv.
- Manages “opt-out” option on branch listserv.
- Works with the program coordinator to ensure that membership material is available at PPB events; promotes memberships, as appropriate.

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Program Coordinator

Program coordinator leads the program committee in completing or delegating the following tasks:

- Develops a program plan (including topics and speakers for general meetings, courses, and special events) that will meet the needs of editors at all career stages.
- Presents program plan to the board in September.
- Works with external publicity coordinator to develop publicity materials for programs.
- Collaborates with education liaison to stay informed about other locally offered editing and editing-related courses (e.g., Mount Royal, Grant MacEwan, U of A Faculty of Extension, U of C Faculty of Extension).
- Develops course budgets on a cost-recovery basis.
- Develops contracts for instructors or presenters, as appropriate.
- Purchases gift certificates or other approved honoraria for presenters.
- Liaises with publicity coordinators and the newsletter editor to ensure that meetings and programs are adequately publicized.
- Greets participants at all PPB events and ensures that PPB membership and promotional materials are displayed.
- Tracks attendance at PPB events (members, non-members, potential volunteers) and shares details with pertinent board members and administrator.
- Collects drop-in fees, issue receipts, and forwards collected funds to the branch administrator.
- Introduces and thanks guest speakers.
- Arranges monthly coffee meetings and informs members and others.

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Publicity Coordinator, External

- Sends information about professional development and programs to partner organizations and employers of editors.
- Works to establish awareness of EAC–PPB through media, advertising, sponsorship, and cooperative relationships with agencies that deal with the written word, such as the Writers Guild of Alberta, the Society of Technical Communicators, the International Association of Business Communicators, the Calgary Association of Freelance Editors (CAFÉ), and the Manitoba Editors’ Association.
- Leads development and implementation of the PPB marketing plan.
- Presents the marketing plan to the board for review and approval early in the new term.
- Develops a budget for the year’s marketing activities, if required.

- Works with the program coordinator to develop publicity materials.
- Ensures continuing development of corporate database.

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Publicity Coordinator, Internal

- Works closely with the program coordinator (and counterparts in other centres, such as Calgary) to coordinate publicity for PPB meetings, special events, and other activities for members and potential members.
- Forwards information to external publicity coordinator to forward to organizations on the corporate database.
- Maintains non-member database and forwards program information to interested non-members as requested.
- Receives monthly membership database from National and distributes current membership lists to board.
- Sends out publicity about programs and related information from partner organizations.

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Education Coordinator

- Fosters strong working relationships between EAC and educational institutions offering editorial training.
- Increases awareness of EAC within educational institutions.
- Promotes the benefits of EAC membership to students and faculty.
- Researches, proposes, and coordinates co-operative ventures, such as scholarships, awards, and conferences.
- Acts as a central EAC contact point for editing instructors and students.
- Provides promotional materials or information sessions where appropriate.
- Passes on information or developments from the board to educational institutions, and vice versa.
- Works with external publicity coordinator to develop the database of educational institutions.

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Newsletter Editor

- Gathers content for no fewer than three branch newsletters per year and forwards electronic versions of newsletters to the internal publicity coordinator for distribution.

- Works closely with the board and general membership to collect articles and news items for publication in both *Latest Edition* (the branch e-news bulletin) and *Active Voice* (the national newsletter).
- Seeks out information about events of interest to members and shares that information through the newsletter.
- Updates the PPB style sheet.

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Job Hotline Coordinator

- Responds to email messages or phone calls from individuals or organizations seeking an editor.
- Posts job notices received from potential clients to the PPB member email list.
- Researches job opportunities and posts them.
- Asks members to report if they were hired through the hotline.
- Keeps a record of calls/emails received from clients and results achieved.
- Asks external publicity coordinator to inform members and clients about the job hotline service.

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Regional Director of Branches and Twigs (West) (*Ex-Officio*)

In addition to having the general responsibilities of a national executive council member, regional directors of branches and twigs represent the interests therein and bring the perspective of those branches and twigs to the council.

Regional directors bring the strategic direction of the association to the planning and activities of the branches and twigs that they represent and help them find their own place and direction within that framework.

Each regional director is elected by digital ballot for a one-year term by the members of his or her region.

Regional directors must be voting members of the association in good standing.

The regional directors of branches and twigs:

- Discuss and vote on national issues considered by the national executive council, examining those issues in the context of the whole association and bringing the perspective of the branches and twig they represent to the council.
- Communicate regularly with representatives from the branches and twigs in the regions they represent to remain informed about their activities, concerns, and successes, and to effectively represent those interests to the council.

- Report to the council on issues that arise at the branch and/or twig level that may have consequences for other branches and/or twigs or for the national association.
- Report to the branch chairs or twig coordinators in the regions they represent on executive council discussions and ensure this information is passed on to the branch and twig membership when appropriate.
- Notify the appropriate branch or twig contact when local members are needed to sit on national committees.
- Facilitate EAC's representation in national activities that are held within their regions (such as book and trade fairs, Word on the Street, and Freedom to Read Week).
- Arrange for branch and twig input or involvement in national initiatives.
- Encourage and participate in communication among national executive council directors and committee chairs and the branch chairs and twig coordinators in their regions.
- Present quarterly reports from the branches and twigs they represent to the executive council and voice the interests of those branches and twigs to the council.
- Recognize best practice and capture it for sharing with the rest of the organization.

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Branch Administrator

Service: General Administration

Postal mail

- Pick up mail from post office box regularly.
- Review and distribute mail to board members by post as required or at meetings.
- Ensure uninterrupted rental of post office box.

Email

- Respond to queries from board members, EAC members, and the public, and/or forward to appropriate board members for response.
- Forward related agencies' newsletters to board members.
- Acknowledge requests to be added to the mailing list with information about upcoming events.

Hotline

- In the absence of a job hotline coordinator, process job hotline requests, promptly distributing contract and employment opportunities to members.

Board meetings

- Report on administrative activities at each board meeting.
- Present relevant correspondence for consideration.
- Reserve room for executive meetings; arrange for internet or phone lines, as requested.
- In the absence of the board secretary, take minutes at board meetings.

Annual General Meeting

- Coordinate logistics for annual meeting, with board designate: location, caterers, technology; prepare space and organize clean up; prepare documents as needed.
- Take minutes, for approval by secretary.

Website

- Ensure the branch web page is up-to-date and accurate, and notify the internal committee liaison of any necessary changes.
- Keep calendar updated, entering program, events, and meetings as notified.

Other duties as required, including but not limited to

- Produce reports for board as requested.
- Maintain contact with staff in national office.

- Broadcast information of interest to members, according to policy or as approved by board.
- Revise policy manual according to board decisions, under direction of secretary.
- Buy office supplies, as needed.
- Develop procedures for administrative tasks.
- Log all hours to help board gauge use of time; assist board in updating service description.
- Arrange for board members to take care of necessary duties during administrator absence.

Service: Databases

Board list

- Send changes to national office to update their records, including ppb_bd...@editors.ca group email and the branch board listserv.
- Ensure the board's @editors.ca email addresses are directed to the correct people.

Membership list

- Monthly, receive and file list of current members from national office.
- Collaborate with membership coordinator to update contact information; forward changes to national office.
- Keep appropriate board coordinators updated with list changes.
- Maintain archives of membership lists.

Non-members list

- Maintain non-member contact list by adding names of workshop registrants, branch meeting guests, and others, as approved, on request.
- Monthly, check against membership list, delete current members, and delete email and postal returns from non-members list.

Public Relations and Industry Liaison (PRIL) list and corporate database

- Maintain up-to-date list of corporate contacts, in collaboration with internal and external publicity coordinators.

Service: Programming

Workshops

- Email promotions to members, non-members, PRIL lists and corporate database.
- Research GiftTool and Eventbrite applications for online registration (i.e., web page, workshop info, updates).
- Create and maintain a complete list of registrants for each workshop.

- Process registrations received by mail, verify that cheques are made out correctly, and confirm with registrants.
- Respond to email queries about registration.
- Update programming team regularly on numbers of registrants.
- Deposit registration fees.
- Get approval from treasurer for any cancellations requiring refunds.
- Prepare receipts for registrations.
- Prepare attendance confirmation letters, as requested.
- Print list of registrants for check-in at workshop.
- In the absence of program volunteers, set up registration table at the workshops; check in registrants; issue receipts; or arrange for an alternate to handle these duties.
- Assist programming team and presenters as required.

Members' Meetings

- Email promotions to members, non-members, and PRIL lists.
- In the absence of program volunteers, set up welcome table; greet arrivals and get them to sign in; take non-members' fees and issue receipts.
- Assist MC and guest presenters, as required.

Service: Newsletter

- Ensure through internal publicity coordinator that newsletter appears on the branch website.
- In the absence of internal publicity coordinator, email newsletter to branch members.

Service: Bookkeeping

- Enter all expenses and income into Quickbooks.
- Write and mail cheques as required, getting signatures from authorized signers.
- Keep track of all workshop expenses and receipts.
- Deposit cheques.
- Reconcile Quickbooks with the bank account each month, in time for board meeting.
- Send reconciliations and relevant receipts to the treasurer each month immediately prior to board meeting.
- Manage a petty cash fund for programming team and office sundries; report petty cash disbursements to treasurer monthly.
- Submit quarterly GST reports to Revenue Canada.

PPB Policies and Guidelines

Policy Definitions

The PPB uses the following definitions when considering and/or creating policy.

Policy: A course of action intended to influence and determine decisions, actions, and other matters. Policies clarify who makes decisions and the scope of those decisions. In the case of the PPB, policies are those courses of action agreed upon by motion at a board meeting of the PPB. They are approved, monitored, and reviewed by the executive. The executive may amend policies at any time. They are shared with the membership at annual general meetings and in branch publications as appropriate.

At the foundation of the PPB are the policies of the national EAC. No policies of the PPB contradict the policies of EAC.

PPB understands that

- All financial issues should be given policy consideration and/or recorded as policy.
- Board policies, committee terms of reference, and job descriptions are all forms of policy, explaining detailed responsibilities and expectations.

Guideline: Guidelines are principles or criteria guiding or directing action. They elaborate on the execution of policies and follow the taxonomy of policies. In the case of the PPB, the guidelines state common operating procedures that may change over time. As part of PPB culture, they need to be in written form in order to maintain continuity from board to board. They can be revised upon common agreement of the board, without need of formal motion.

Policies are above specifics; they do not contain examples. Guidelines, on the other hand, may be specific and may include examples for clarification.

Reference

Numbers: Policies are identified by **reference numbers**. The policy numbering system uses the last two digits of the year in which the motion is passed and two digits representing the sequential order of each policy passed within that year. (For example, policy number 04-01 refers to the first policy that was passed in 2004.) Identifying policies by both name and number makes it easier for members to focus on the specific policy during discussions. As well, it is easy to tell when the policy was made. Even when the policy is revised, it should retain its original number.

Note: While this Operations Manual organizes policies according to category, a list of policies ordered by their numbers gives an historic overview of PPB policies.

The policies and guidelines in this document are grouped into **seven policy categories:**

1. Board Function and Procedures
2. Finances

3. Membership
4. Newsletter
5. Programs
6. Publicity (sometimes specified as internal and external)
7. PPB Structure and Protocols

1. Board Function and Procedures

Auditor: Selection (04-01)

The executive will select two members in good standing to audit the annual financial statements prior to the AGM.

Call for Nominations (05-04)

The past chair (or designate) will put forward a call for nominations for the next year's executive no later than one month before the AGM.

Guidelines

- At a round table two to three months before the AGM, the executive will determine which executive positions will need to be filled in the upcoming year. This information is passed on to the past chair (or delegate).
- At the AGM, the past chair calls three times for nominations from the floor before nominations cease.

Communication by Email

Guidelines

To make email correspondence easier to manage:

- Make the title in the subject line very specific to the topic.
- Confine email notes to one topic.
- When replying to or forwarding an email on to others, change the subject line (if necessary) to make it suitable and specific.
- Use judgment in sending copies of emails. Everyone does not need to be kept up-to-date on all matters; there are often times when a few people closely involved in a matter could carry on the initial conversation and involve others later.
- Email motions and important points from key email discussions are to be included in the next agenda.

Conflict of Interest (07-04)

Current members of the board cannot be contracted for PPB administrative business.

Meetings: Agendas, Distribution (00-07)

The secretary will circulate the agenda one week in advance of the next meeting.

Guideline

- To facilitate this process, executive members submit agenda items to the secretary at least eight days before the meeting. (Note: The agenda may be modified at a meeting and new items added, as required.)

Meetings: Minutes (01-11)

Any member may receive copies of minutes upon request to the secretary.

Meetings: Minutes and Action Lists (00-08)

The minutes and action items resulting from PPB executive meetings (teleconference or face-to-face) will be distributed to all executive members within one week of the meeting's occurrence.

Meetings: Quorum (07-09)

The quorum for all meetings of the executive of the PPB is a majority of the executive.

Motions Passed by Email (07-03)

When required, motions can be passed by email. As with motions passed in face-to-face or teleconference executive meetings, a quorum and simple majority are required to pass a motion.

Guideline

- Write MOTIONS in the subject line when making or responding to a motion.

Orientation (01-05)

The incoming PPB executive will ensure that outgoing and continuing board members will orient new members to their responsibilities at the AGM.

Policy Review (07-06)

PPB policies will be reviewed on an annual basis at the executive meeting just prior to the AGM.

Receipt of Inquiries (06-01)

Executive members will acknowledge receipt of inquiries within 10 days.

Guideline

- Executive members may respond directly to the inquiry themselves or direct it to the appropriate member of the executive.
- When sensitive emails or phone calls are received, executive should respond with an acknowledgement only and bring the matter forward to the board for discussion and follow-up action.

Three-Year Strategic Plan (00-06)

Every year the executive will review the business and marketing plans in conjunction with the orientation meeting for new executive members. New plans will be developed every three years and presented at the AGM for ratification.

2. Finances

Disbursements (01-01)

All disbursements of PPB funds will pertain to PPB business.

Guideline

- When current executive members are bereaved, recognition may be made on a personal basis.

Investment (01-10)

All investments will be approved by the executive.

Member Expenses, Reimbursement (07-02)

Members will forward all receipts for expenses incurred with details of the reason for expenses to the treasurer. The treasurer will reimburse these expenses within 30 days.

Revenues Collected by Members, Remitting (00-13)

All revenues from events will be forwarded to the treasurer within two weeks of the event.

Software, Financial (01-06)

PPB will maintain an up-to-date accounting software package.

Travel to National AGM (07-12)

PPB will pay the costs of transportation, accommodation, and conference fee for the PPB chair, or designate from the executive, to attend the EAC National Conference and AGM each year.

Guidelines

- The chair or designate will attend those sessions that will most benefit the branch.
- The chair or designate will provide a written report on aspects of the conference that are most relevant to the PPB.
- The chair or designate will register for the conference in time to receive the early bird discount.
- The chair or designate will book flights early enough to take advantage of the lowest possible rates.
- The accommodation rate will be determined based on the rates in the conference brochure.

Travel Reimbursement (05-06)

The PPB will follow the Alberta Government standards for travel allowance. (See Appendix D.) When authorized members travel on EAC–PPB business, they are entitled to reimbursement for travel, accommodations, meals, and incidental costs upon submission of receipts not to exceed government guidelines. (See Appendix C.)

Travel Reimbursement, Board Members (07-08)

When executive members reside in centres outside of Edmonton, they will be reimbursed for travel, accommodation, and meals when attending face-to-face meetings.

Vendors, Paying (00-12)

The Treasurer will pay a vendor:

- After receiving the product or service and the invoice or
- Before receiving the product or service to avoid members having to cover significant expenses.

Vendors will be paid within 30 days of receipt of invoice from the vendor.

Year End (01-07)

PPB's fiscal year will match that of the national association (the calendar year).

3. Membership

Volunteers (07-02)

Persons who notify the executive of their interest in volunteering will be contacted and thanked for their offer. When contacted, information will be collected regarding their strengths, interests, and availability.

Guideline

- Gestures of recognition of service should consider the following:
 - The person's current involvement in the association.
 - The length of time the person has been actively involved with PPB.

(Note: National has a process for granting Life Memberships.)

4. Newsletter

Production Schedule (01-02)

The PPB will publish no fewer than three issues of the newsletter per year. Publication dates are at the editor's discretion.

5. Programs

Cancellation (00-01)

The PPB reserves the right to cancel courses that do not reach minimum enrolment requirements to avoid significant financial loss. In the event that a course is cancelled, fees will be refunded in full.

Fees: Instructor (09-01)

Instructor fees for courses or workshops are to be negotiated by the program committee in consultation with the program coordinator.

Fees: Registration (09-02)

Course registration fees are to be set to ensure that all costs of delivery are recovered as a minimum, generating small revenues where possible.

Fees: Waivers and Reductions (00-03)

Program fees are half-price for executive members and free for course coordinators.

Guideline

- The program coordinator may raise possible exceptions with the executive for approval.

Group Discounts (01-08)

A 10% group discount is available for four or more registrants from one institution or business. The discount will be rescinded if group size falls below four.

Honoraria and Acknowledgements (00-11)

Volunteer speakers at PPB member meetings will receive up to \$100 gift certificates.

Guideline: Management

- Send a complete outline of course content to prospective registrants through the corporate, member, and non-member databases.
- Set up a welcome desk at courses and meetings. The person in charge welcomes people; provides brochures and membership forms; and records non-member names and email addresses on a tracking form.
- Ensure a volunteer sign-up sheet is available to course/meeting participants.
- Thank the donating organizations at the beginning of the meeting if meeting space has been provided at no cost.

Guideline: Planning

- PPB shall take care not to duplicate the course offerings of institutions like MacEwan or the U of A Faculty of Extension. The branch needs to offer revenue-generating activities in order to pay for its operations. At least once a year, consider offering a course led by a high-profile facilitator.

Refunds (00-02)

Registration fee (less 20 per cent for administration costs) will be refunded if notice of cancellation is received two weeks prior to the day of the workshop. After that, refunds will not be issued except at the discretion of the executive.

Guidelines

- As appropriate, this policy may be included in course publicity.
- The program coordinator or designate may authorize substitute registrations arranged by those wishing to cancel their registrations.

6. Publicity

Publicity (07-11)

Each region of the PPB is responsible for generating its own advertising for programs and meetings, subject to the three-reader rule.

Publicity, Internal (07-05)

PPB will promote any courses and activities deemed to be of professional benefit to its membership.

Guidelines (2 and 3: 11-xx)

- Courses will be promoted if they: have “editing” in the title, are related to editing, or are run by an EAC member.
- If a non-PPB course has the potential to affect PPB course enrolment (e.g., scheduling conflicts, repeat topics), the PPB internal publicity coordinator may choose not to promote the non-PPB course.
- In order to avoid inundating PPB members with multiple messages, the internal publicity coordinator will, whenever possible, limit email distribution to one or two days per week. Individuals submitting content for email distribution are asked to forward it to the internal publicity coordinator at least two days before requested distribution.

Sponsorships (07-01)

PPB will sponsor events and activities deemed to be of professional benefit to members, based on available budget.

Guideline

- May include travel and per diem expenses for a PPB speaker at such events.

7. PPB Structure and Protocols**Annual General Meeting (AGM): Protocols (07-07)**

The AGM agenda will include an overview of the year's activities, presentation of financial statements, and election of a new executive.

Guidelines

- Copies of minutes of the previous AGM are made available at the meeting.
- To ensure that members from outside of Edmonton can attend the AGM, it should be scheduled on a weekend.

Style Guide (07-10)

The PPB will use the most recent edition of the *Chicago Manual of Style* as its style guide, supplemented by an in-house style guide developed by the newsletter editor.

Three-Reader Rule (01-03) and (11-0x)

All PPB communications intended for the public and PPB membership will be proofread by three readers (including the originator). This rule does not apply to items that we forward from other organizations.

Appendices

Appendix A: EAC–PPB Style Guide

Appendix B: PPB Business Plan, 2009–2012

Appendix C: Travel Reimbursement Rates

Appendix A: EAC–PPB Style Guide

The style guide was updated in January 2006. There are plans for another update in the summer–fall of 2008.

General

Unless specified, usage in *Latest Edition* will follow *The Canadian Press Stylebook*, and spellings will be from the *Canadian Oxford Dictionary*.

Use colloquial English and speak plainly. Use newsletter style. Use contractions freely, whenever they suit the context (e.g., it’s, you’re, isn’t). It’s okay to start a sentence with “and” or “but.” And so on.

Do not include the terms “phone” and “email” in contact information.

Abbreviations

Avoid them – other than (PPB) after the first reference to Prairie Provinces Branch

Acronyms

Try to avoid them. If they are required because of frequent reference, spell them out in full on the first mention and use the acronym thereafter. Note: CP style does not require including the acronym in parentheses immediately after the first mention. For example, CP would not use “Failure Mode and Effects Analysis (FMEA)” but simply “Failure Mode and Effects Analysis” and then FMEA the next time the mouthful comes up.

Use EAC/ACR sparingly, usually at the beginning of an article, and EAC the rest of the time. By tradition, it is “EAC” not “the EAC.”

Write EAC–PPB with no spaces and using an en dash.

Attribution of Articles

List author of article under title, with lower case “by.” E.g., by Kari Olson.

Capital Letters

When in doubt, use lower case, e.g., in job titles. In titles of *Latest Edition* newsletter articles, capitalize only the first word and proper nouns. (Somewhat inconsistently, we feel more comfortable capitalizing all major words in titles of books, etc., within the articles.)

Lists

In lists consisting of a stem with bullets:

- If each item in the list is a complete sentence, begin each item with a capital letter and end with a period.
- If items are phrases only, begin each item with lower case and use no end punctuation.

Numbers

- Write dates without ordinal markers (May 24, not May 24th).
- Write numbers 10 and over as numerals; numbers under 10 as words (with many exceptions, e.g., Phase 2).
- Use en dash (not hyphen or oblique) to designate years (2003–04).
- Use 10,000 (not 10 000, the SI metric style).

- Use hyphens in phone numbers (514-276-2891).
- Use a hyphen in street addresses, not an en dash (401, 11031-104 Street)
- Use lower case for am and pm (no periods).

People

In general, use the first and surname on the first mention and the first name thereafter.

If the person spoken of is a “lofty soul,” use the surname on subsequent mentions (e.g., Premier Ed Stelmach...Stelmach).

Indicating contact persons (example):

For more information contact Jane Doe, 23 Long Street, Toronto ON M4S 2Y2; 416-972-3456; jdoe@interlog.com; www.captus.com.

Pronouns

Avoid using “he or she” whenever possible. Choosing the plural form (“they”) is one alternative, although it does not work in all instances.

Hyphens, en dashes, em dashes

- Use hyphens sparingly, but when necessary to make the text clear and easy to read.
- Instead of the em dash, use the en dash with spaces on either end. (... decision – with no appeal – is...)
- Use a hyphen, not an en dash, in street addresses (401, 11031-104 Street), and phone numbers (514-276-2891).

Other punctuation

- Use a comma before “and” or “or” in a series *only* when required for clarity.
- With commas, “when in doubt, leave them out.”
- Always put periods and commas inside the quotation marks.
- Avoid periods in initialisms or acronyms such as NEC and RCMP.
- Strictly limit the use of quotation marks for emphasis or sarcasm.
- When speaking of a word or phrase as terminology, use italics (e.g., the word *public*).
- Strictly limit the use of exclamation marks.
- Use no spaces on either end of an ellipsis.

Spelling

Use CP Style, except for the -our suffix (e.g., colour), or COD. Also see Word List.

Typeface

Italicize the titles of books, movies, and so on.

Word List

(to be developed over time)

1950s, TVs (no apostrophe to indicate plural)

acknowledgment

B.C. (U.S., U.K.)

centre

cheque

cooperate

coordinate

copy edit (two words)

counselling

email

e-news bulletin rather than e-newsletter

focusing

francophone (lower case)

fundraising

judgment

Internet

online

per cent, percentage, but 6%

program

towards

travelling

website

Appendix B: PPB Business Plan, 2009–2012

Goal One: Enhance EAC–PPB as a community

Strategy One: Provide infrastructure support

Tactics

- ensure full and solid board slate
 - by recruiting members at large
 - by restructuring the board and governance processes for efficiency
 - by making a decision on whether to hire a paid administrative position
- support ongoing board development
 - by training for new financial software
- assign committee volunteers
- create PPB liaison with Manitoba, Saskatchewan, and the rest of Alberta
 - by initiating a Prairie Provinces conference
- review the business plan annually in early fall or at the retreat

Strategy Two: Provide networking opportunities

Tactics

- continue coffee meetings
- continue social events and member meetings
 - by focusing on locations not currently served by PPB activities

Strategy Three: Ensure effective internal communications

Tactics

- ensure newsletter editor position is filled or position options reviewed
- identify alternatives to a newsletter and volunteer activities
- email regular and timely notices of events
- greet new members via email

Goal Two: Facilitate evolution and growth of the editing profession

Strategy One: Maintain awareness of editing trends and opportunities

Tactics

- conduct environmental scans
 - by consulting “Google Calendar” news and events on a regular basis

Strategy Two: Identify and develop marketing targets and strategies

Tactics

- maintain and update corporate database
- encourage joint activities and partnerships with allied groups
- ensure a presence at conferences and events of allied organizations
- develop materials to promote PPB in order to increase awareness and membership
 - by finalizing the PPB brochure

Strategy Three: Foster professionalism in editing

Tactics

- establish and promote recognition and scholarship awards
- support certification
- identify workshops and PD events
- foster involvement in a broad range of professional development opportunities

Strategy Four: Provide member services

Tactics

- maintain job hotline
- encourage participation in the national membership directory
- provide professional development activities that meet the needs of editors at all career stages
- provide advocacy and support for editors

Appendix C: Travel Reimbursement Rates

When authorized members travel on EAC–PPB business, they are entitled to reimbursement for travel, accommodations, meals, and incidental costs upon submission of receipts not to exceed government guidelines. The following government guidelines are accurate as of June 2008.

Mileage	\$0.505/km
Breakfast	\$9.20
Lunch	\$11.60
Dinner	\$20.75
Per diem	\$7.35
Private accommodation allowance	\$20.15

Acknowledgements

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