

Editors' Association of Canada/Association canadienne des réviseurs
Decision Making Policy
Effective date: June 2023

1. Policy purpose

The purpose of this policy is to clarify how decisions are made for the Editors' Association of Canada.

2. Policy statement

Editors Canada values being a member-run organization and has had this as a core belief since the association was created. The association acknowledges that member input is vital to ensure a truly representative association and that changes to overall direction and decision making must be done in a vote by members.

Editors Canada values and requires transparency throughout the organization.

3. Applicability

This policy applies to anyone who makes decisions about Editors Canada business.

4. Responsibility

People are responsible for following all items that apply to them in the *Decision Making Procedures*, with the following lines of responsibility.

- Directors are responsible to members.
- People in leadership positions are responsible to directors. That includes committee chairs, task force leaders and those in national positions.
- People on committees and task forces are responsible to their chairs and their directors.
- Branch and twig executives are responsible to the national executive council.
- The executive director is responsible to the national executive council.
- The staff are responsible to the executive director.

5. Contact information

Enquiries about this policy should be directed to the national office of Editors Canada.

info@editors.ca

www.editors.ca / www.reviseurs.ca

416 975-1379
1 866 226-3348 (toll-free)

6. Authority

This policy is issued under the authority of the members of Editors Canada.

Substantive revisions to this policy must be authorized by a majority of the votes cast by members of the association at a general meeting.

This policy will be reviewed every five years.

7. References

The procedures for implementing this policy appear in the document *Decision Making Procedures*.