

Fulcrum Publishing Society  
Board of Directors  
MINUTES

Sunday, January 22, 2022  
Zoom, 10:00am-1:00pm

**Present:** Kalki Nagaratnam, Brendan Keane, Sam Coulavin, Ludvica Boota (ex-officio), Jasmine McKnight (ex-officio), Hailey Otten (ex-officio), Amit Shanbhog, Emma Godmere, Keelan Buck, Chaymaa Nadi, Mark Asfar

**Partially Present:** Claire Liu

**Absent (with reason):** Erik Chin

1. Commencement of Meeting

S. Coulavin commenced the meeting at 10:00 a.m.

2. Approval of Agenda

K. Motion. Emma Second. Motion pass.

3. Kahoot Quiz

K. Buck presented the monthly Kahoot Quiz.

4. Approval of November 2022 Meeting Minutes

K. Buck motioned to approve the November 2022 meeting minutes. K. Nagaratnam seconded the motion. The motion passed.

5. Standing Actions List and Board Work Plan

A review of Finance Terms of Reference is pending.

The Marketing Committee will meet before the February Board meeting to provide an update on the newsstand project.

E. Chin and C. Nadi swapped months for their Kahoot Quizzes.

The launch date for tracking hours will be in February 2023.

A poll to select the Annual General Meeting date will be sent out, and a date will be set in correspondence with the Board's availability. The final date for the AGM will be announced at the February board meeting.

The approval of the compensation structure has been postponed to March.

A new Board of Directors newsletter will be sent out in February.

## 6. EIC Report

J. McKnight presented the EIC report.

### **Staffing**

The current photographer for the Fulcrum, B. Boomer, has taken on the role of videographer for this semester, filling the vacant position.

### **Content**

In News, Y. Mutombo and D. Nikfardjam covered the recent UOSU vacancies and resignations, the upcoming UOSU general elections, and the University of Ottawa's securing of funding for Indigenous health research.

In Arts, V. Drybrough and G. Kim-Shin, and other contributors, covered the new Avatar movie, how to be a better plant parent, and updated the Fulcrum's Ottawa nightlife guide for 2023.

In Science, E. Williams wrote on the Kelpie Robotics club.

In Sports, B. Adibe covered volleyball, hockey and basketball, while J. McKnight and M. McConkey wrote on the Damar Hamlin situation. There many upcoming sports events that B. Adibe and J. McKnight will write about while B. Boomer creates visual content. Rivalry games in the Colonel By Classic are happening on January 22 and Capital Hoops is in the beginning of February.

The fiction issue will return in early March, and the Fulcrum is hoping to open submissions in February.

### **Other**

The Fulcrum staff has been preparing for the NASH conference which is set to take place February 17-19 in Hamilton. A team of five will attend, and with Ludvica's help they have gotten tickets and booked hotel rooms for the weekend.

A radio show in collaboration with CHUO is still in the works. The training hours with them are still being completed, and they must be completed before anything can get off the ground.

## 7. ED Report

L. Boota presented the ED report.

## **Finances**

### PayPal

On November 29th, 2022, an automatic renewal for Zoom of \$400 CAD was withdrawn from the PayPal account. On December 19th, an automatic renewal for Adobe of \$467.88 + HST CAD was withdrawn also.

### Student Levies:

#### A. GSAED

The GSAED Levies were deposited in the amount \$7,682.34. L. Boota has contacted their General Manager regarding the outstanding amount of 11k and for the spreadsheet that outlines the levy calculation. L. Boota has followed up but has not heard back.

#### B. UOSU

The UOSU Levey was deposited on November 28th, 2022, in the amount of \$141,059.90. L. Boota has contacted them regarding the spreadsheet that outlines the levy calculation. L. Boota has followed up but has not heard back.

### PCI Compliance

Quickbooks sent a revision notice stating this was not required and sent in error.

### WSIB

The January 31, 2022, WSIB payment has been made.

### Audit

The Audit was finalized and the auditors have cashed their cheque. Once a date had been set for the Annual General Meeting, L. Boota will contact them about presenting the audit at the AGM.

## **Human Resources**

### Tracking Hours

The process of tracking hours will be implemented starting the week of Feb 6th. The current business intern will assist by collecting the hours and inputting them in the main spreadsheet for L. Boota to review. The new process will be presented to EdBoard at their February 6 meeting.

L. Boota and the Intern will reevaluate the process and make improvements as required. The intern will continue to research other options that are less labour intensive.

### Videographer

B. Boomer, the current photographer (currently working 10 hours per week), has expressed interest in taking on the videographer role. L. Boota is in the process of finalizing his contract. It will be a separate contract from the current photographer contract.

The Videographer Contract indicates a term from January 22 to April 8, 2023, at a pay of \$15.60 per hour with 15 hours worked per week.

### NASH

Tickets for the NASH conference have been purchased for five individuals: J. McKnight (Editor in Chief), H. Otten (Editor in Chief), B. Boomer (Photographer), B. Coady (Features Editor), and G. Kim-Shin (Staff Writer).

Three hotel rooms have been reserved, and travel plans will be finalized soon.

### Canada Summer Jobs

L. Boota submitted an application for three positions to the Canada Summer jobs program: Multimedia manager, Administrative Assistant, and two Staff Writer positions.

Each position is for 30 hours a week at \$15.60 per hour. The FPS will find out at the end of April about their application status.

### Webmaster

L. Boota hired an outside contractor for the webmaster position, S. Jaskaran. L. Boota uploaded his resume to the folder for the Board. S. Jaskaran is a recent graduate from Algonquin College's Internet Applications and Web Development program and has experience with Wordpress. He currently works as a web developer and was interested in working for Fulcrum because of the part time hours.

S. Jaskaran is reviewing the Fulcrum's site and will begin cleaning the back end. The next step will be to examine options to have ads on the website and some design work.

### **Operations**

#### Office Internet:

The office internet went down just before the holiday break. Virgin determined that the solution was to upgrade to Fibe internet. However our account was in the name of a previous General Manager (Executive Director) and L. Boota was unable to authorize the upgrade. Virgin does not support small business, only residential accounts, so in order to register the business, the FPS needed to close the account and move to Bell to open a business account. K. Nagaratnam was listed as a secondary on the Virgin account and was able to cancel the account.

L. Boota opened a business account with Bell under the Fulcrum Publishing Society name. Currently K. Nagaratnam and H. Otten are listed as a secondary and tertiary, respectively. The installation for the new internet is complete and L. Boota awaits the first bill.

The total cost is approximately \$89.95 per month for a three year contract (about \$10 more than Virgin). If the Fulcrum moves, the internet can be moved for a fee. There is a cancellation fee if the account is deleted before the term ends.

#### Website

The webmaster suggested the FPS move forward with upgrading the storage for the website. L. Boota has sent Fullview an email and she is waiting to hear back on the amount and timeline.

### 8. Finance Report

Student levies from GASED (7682.34) and UOSU have been received.

There has been a slight increase in online advertising revenue.

L. Boota mentioned that she is in possession of an undeposited cheque of about \$400 for online advertising.

## 9. President Report

K. Nagaratnam presented the President report.

### **Board Matters**

There are two vacant seats remaining on the 2022-23 Board: Student Representative and University Representative. K. Nagaratnam urged the Board to invite anyone they know who would fit these profiles to apply.

As the Annual General Meeting approaches, K. Nagaratnam encourages directors to think about whether they intend to return to the Board for another one-year term. The current Board term ends May 31, 2023. A majority of the Board for the upcoming term is intended to be elected at the Annual General Meeting. The May Board meeting will serve as a transition meeting attended by the incoming and outgoing Board.

### What's Ahead

Next year's budget and staffing still needs to be finalized. Executive Director and Editor(s)-in-Chief hiring, election, and/or transition are ongoing as their terms finish at the end of April.

Board transition and recruitment is ongoing. K. Nagaratnam urged committee chairs to ensure they prioritize wrapping up any time-sensitive action item(s) within the term.

Annual General Meeting preparations are ongoing. A new auditor will be sought for the upcoming Annual General Meeting.

## 10. Committee Reports

### **Governance Committee**

The Governance Committee is nearly finished with the update of the draft By-Laws. The Committee wants more clarity in the document and more distinctions between the Board and

Editorial Board's duties and powers. The full document will be reviewed by the Board after the Committee is finished its review, hopefully before February's Board meeting.

A mid-term survey will be sent out by the Governance Committee to see how the Board is feeling half way through this term.

Board members were asked to email A. Shanboug if they are interested in continuing on the Board or if they are interested in any Board leadership roles.

### **Human Resources Committee**

The HR Committee will present a draft hiring policy later this meeting. Hiring for Executive Director will take place in the coming months. The one vs. two EIC model will be discussed at the next Board meeting to determine whether the FPS should continue to hire co-EICs. B. Keane will assist in Executive Director hiring process since some members of the HR committee have time constraints.

#### 11. Selection of AGM Date

The AGM will not take place on the first Thursday of April, as per tradition because this is the week of Good Friday. K. Nagaratnam created a poll to see if the board prefers Tuesday or Wednesday of the same week, and the Board voted for Wednesday, April 5, 2023.

#### 12. Approval of Policy Manual Amendment

The blurb E. Godmere drafted prior to the Board meeting was added as point iii in the revised Policy section 6.6 (b). The wording of the section was changed for formatting purposes and an upper limit of 100 dollars was decided on. K. Nagaratnam motioned to approve the changes to section 6.6 (b). C. Liu seconded the motion. The motion passed.

The text of the Policy Manual's section 6.6 (b) now reads:

6.6 (b) FPS Charitable Fund. The budget passed by the Board shall include a line designated as "FPS Charitable Fund" which:

- i. Shall be of an amount of no higher than one hundred (100) dollars;
- ii. Shall be donated toward a charitable group of the board's choosing on an annual and/or regular basis
- iii. Was originally named for Melanie Wood, a widely respected former Editor-in-Chief who led the Fulcrum from 2007 to 2008, during a transitional period in the early years of the outlet's independence. The Fulcrum Publishing Society opted to rename the line in 2022, as Melanie Wood is no longer involved with the Fulcrum.

### 13. Approval of New HR Policies

K. Nagaratnam presented a draft for an updated hiring policy.

The hiring policy notes that the “FPS is committed to hiring practices that promote diversity, provide equitable treatment of all applicants, and are free from discrimination based on protected grounds under the *Ontario Human Rights Code*,” with the new policy outlining “a fair and transparent hiring process within the FPS in compliance with applicable employment legislation.”

Editorial employees are to be hired by a committee consisting of the EIC(s) and ED, except for the EIC(s) who is elected according to procedures outlined in the Editorial Consitution. Business employees are to be hired by a committee consisting of the ED and up to two directors. The ED is hired by the Board at the recommendation of a committee consisting of the members of the HR Committee. Other positions will be hired by a committee of one or more members approved by the HR Committee.

E. Godmere asked what the standard for job posting length for the FPS is. K. Nagaratnam said postings stay up for a minimum of two weeks.

M. Asfar suggested adding a minimum and maximum for the hiring timeline. “Complete the hiring process at a minimum of three weeks and up to a maximum of three months, at which point the committee shall report to the Board to seek an extension or further guidance” was added as seciton 17 in the drafted policy.

A. Shanboug asked whether the new HR policy should include a review of contracts. K. Nagaratnam agreed that something should be added to the policy to explicitly state that the board will need to approve parameters for offers or negotiation before any ED or EIC offer is made. “No verbal or written offer of employment will be made to any Executive Director candidates before their contract and compensation structure have been approved by the Board and the successful candidate ratified by the Board” was added to section 13 of the drafted policy at the Board’s recommendation.

K. Nagaratnam motioned to approve the new Hiring Policy. C. Nadi seconded the motion. The motion passed.

### 14. Revisit Standing Actions List



The new Hiring Policy was added to the “Add Policies to Policy Manual” portion of the Standing Actions List. The revised section 6.6 (b) will also be added to the Policy Manual.

#### 15. In-Camera

A. Shanboug motioned to move in-camera. E. Godmere seconded the motion. The motion passed.

K. Buck presented a motion to stay in-camera. E. Godmere seconded the motion, The motion did not pass and the Board moved out of camera.

#### 16. Adjournment

E. Godmere seconded a motion to adjourn. The motion passed and the meeting adjourned at 12:02 p.m.

#### 17. Appendix

### Fulcrum Publishing Society – Board of Directors

#### **Editor-in-Chief Report**

Sunday, Jan. 22<sup>nd</sup>, 2023 10:00 a.m.

*Zoom*



By: Hailey Otten and Jasmine McKnight

#### **1. Staff Update**

Our photographer, Bardia, has taken on the role of videographer for this semester, filling the vacant position. He’s interested in game reels and has brought a ton of new ideas for video content to the table, so we’re looking forward to seeing him step into the role.

#### **2. Content**

Here are a few highlights from last week:

In News, Yannick and Desiree covered recent UOSU vacancies/resignations, the upcoming UOSU general elections, and the U of O securing funding for Indigenous health research.

In Arts, Victoria, Grace and some of our contributors covered the new Avatar movie, how to be a better plant parent, and updated the Fulcrum’s Ottawa nightlife guide for 2023.

In Science, Emma wrote on the Kelpie Robotics club.

In Sports, Brandon covered volleyball, hockey and basketball, while Jasmine and Matthew wrote on the Damar Hamlin situation — a major global sports story this year.

There are lots of exciting upcoming sports events that Brandon and Jasmine will write about, while Bardia creates visual content. Rivalry games in the Colonel By Classic are happening on Jan. 22 and Capital Hoops is in the beginning of February. These are exciting games held at TD Place.

Moving into February, we've decided to bring back the fiction issue in early March, and are hoping to open submissions in the next couple of weeks. (We're still on the lookout for a theme/prompt, so please let us know if you have any ideas!)

### 3. Other

We've been making preparations for the NASH conference, which is set to take place next month (February 17-19) in Hamilton. We have a team of five who will be going, and with Ludvica's help, have gotten tickets and booked hotel rooms for the weekend.

We're still hopeful we'll be able to get a radio show running with CHUO in the next little while — we're just waiting to complete the training hours with them before anything can get off the ground.

Fulcrum Publishing Society – Board of Directors

### Executive Director's Report

Sunday, January 22<sup>nd</sup>, 2023

Ludvica Boota



### 1. Finances

#### Snapshot of Accounts

The below financial information is accurate as of 10:30 AM on Friday, January 20, 2023.

	<b>November 2022</b>	<b>January 2023</b>	<b>Difference</b>
<b>TOTAL</b>	<b>\$492,452.20</b>	<b>\$546,833.89</b>	<b>\$54,381.69</b>
<b>Chequing (TD)</b>	\$335,075.65	\$448,719.35	\$113,643.70
<b>Investments (RBC)</b>	\$94,796.75	\$96,554.64	\$1,757.89
<b>PayPal Balance</b>	\$2,579.80	\$1,559.90	(\$1,019.90)
<b>Canada Business Loan (COVID-19)</b>	\$60,000	\$60,000	\$60,000

## PayPal

November 29th, automatic renewal for Zoom: \$400 CAD

December 19th automatic renewal for Adobe: \$467.88 + HST CAD

## Student Levies:

### C. GSAED

The GSAED Levies were deposited in the amount \$7,682.34. I have contacted their GM regarding the outstanding amount owed (\$11K) and for the spreadsheet that outlines the levy calculation. I have followed up but to date have not heard back.

### D. UOSU

The UOSU Levey was deposited on November 28th, 2022 in the amount of \$141,059.90. I have contacted them regarding the spreadsheet that outlines the levy calculation. I have followed up but to date have not heard back.

## PCI Compliance

Quickbooks sent a revision notice stating this was not required and sent in error.

## WSIB

The January 31 WSIB payment has been made.

## Audit

The Audit was finalized and the auditors have cashed their cheque. Once a date had been set for the AGM, I will contact them about presenting the audit at the AGM.

## **2. Human Resources**

### **EDBoard**

### Tracking Hours

The process of tracking hours will be implemented starting the week of Feb 6th. The current business intern will be helping by collecting the hours and inputting them in the main

spreadsheet for me to review. We will present the new process to EdBoard at their meeting on Feb 6th.

The Intern and myself will reevaluate the process and make improvements as required. The intern will continue to research other options that are less labour intensive.

### Videographer

Bardia Boomer, our current photographer (10 hrs/week), has expressed interest in taking on the videographer role as well. I am in the process of finalizing his contract. It will be a separate contract from the current photographer contract.

#### *Videographer Contract:*

Term: Jan 22 - Apr 8, 2023

Salary: \$15.60 / hr

Hours: 15

### Nash

**Date: January 17-19**

**Location: Hamilton**

We were able to take advantage of early bird prices and purchased tickets for 5 individuals:

Jasmine (Editor in Chief)

Hailey (Editor in Chief)

Bardia (Photographer)

Bridget (Features Editor)

Grace (Staff Writer)

We have reserved 3 hotel rooms and will finalize the travel plans shortly.

### Canada Summer Jobs

I submitted an application for 3 positions to the Canada Summer jobs program:

- Multimedia manager
- Administrative Assistant
- Staff Writer x2

Each position is for 30 hours a week at \$15.60/hr. We will find out at the end of April about our application status.

## Webmaster

I hired an outside contractor for the webmaster position, Sandhu Jaskaran. I have uploaded his resume to the folder for the Board. He is a recent graduate from Algonquin College's Internet Applications and Web Development program and has experience with Wordpress. He is currently working as a web developer and was interested in working for Fulcrum because of the part time hours.

He is reviewing our site and will begin cleaning the back end. The next step will be to look at options to have ads on the website as well as some design work.

### **3. Operations**

#### Office Internet:

The office internet went down just before the holiday break. Virgin determined that the solution was to upgrade to Fibe internet. However our account was in the name of the past GM and I was unable to authorize the upgrade. Virgin does not support small business, only residential accounts so in order to register the business and not an individual, we needed to close the account and move to Bell and open a business account. Kalki was listed as a secondary on the Virgin account and was able to cancel the account.

I opened a business account with Bell under the Fulcrum Publishing Society name. Currently Kalki and Hailey are listed as a secondary and third respectively. The install is complete and I am awaiting the first bill.

The total is approximately \$89.95/month for a 3 year contract (\$10 more than Virgin). Should the Fulcrum move, the internet can be moved for a fee. There is also a cancellation fee if we delete the account before the term ends. This is on a sliding scale.

#### Website

The webmaster suggested we move forward with upgrading our storage for the site. I have sent Fullview an email and am waiting to hear back on the amount and timeline. More to come in the next couple of months.

Fulcrum Publishing Society – Board of Directors

**President's Report**

Sunday, January 22<sup>nd</sup>, 2023



Kalki Nagaratnam

## 1. Board Matters

### Board Seats

There are two vacant seats remaining on the 2022-23 Board:

- Student Representative
- University Representative

Please invite anyone you know who would fit these profiles to apply. As we approach the AGM, I encourage directors to start thinking about whether you want to return to the Board for another one-year term. Current term ends May 31, 2023. We aim to elect the majority of the Board at the AGM. The May Board meeting serves as a transition meeting attended by the incoming and outgoing Board.

### What's Ahead

There is quite a bit that gets done in the winter semester as we close off this academic and fiscal year: finalizing next year's budget and staffing, prepping for the AGM, ED and EIC(s) hiring/election and transition, and finally, Board transition! I ask Committee Chairs to ensure they prioritize wrapping up any time-sensitive action item within the term.

### In-Camera Matter

We will go in-camera at the end of the Board meeting to discuss updates on the office.

## 2. Calendar Items

### Next Board Meeting

Sunday, February 26, at 10:00am

### AGM

(TBD) April 4 or 5, at 6:00pm

Fulcrum Publishing Society – Board of Directors

**Governance Committee Report**

Sunday, January 22<sup>nd</sup>, 2023



Amit Shanboug

## Updates

Committee met and discussed the draft By-law - almost done, significant modernization from the previous version. Meeting Minutes not polished yet, should be available in the drive within the next week.

The next meeting is scheduled for February, date TBD.

## Actions Required

Board Mid-Term Survey – Look out for this in your email this coming week.

Board Recruitment – Email Gov Committee Chair by 05 February *if you intend to continue on the board next year & if you are interested in any board leadership roles* (e.g. committee chair, secretary, president... - not tied down to this) - data used during committee meeting to understand what we need to recruit for.

### Fulcrum Publishing Society – Board of Directors

#### Revision of Section 6.6 (b) of the Policy Manual

Sunday, January 22<sup>nd</sup>, 2023



As per the discussion at the November board meeting, the Board has decided to amend section 6.6 (b) of the Policy Manual. Section 6.6 is currently written as follows:

*6.6 Required Budget lines. The following lines, under the circumstances provided below, must be provided for in the budget:*

- a. Contingency Fund. If less than ten (10) per cent of the organization's projected annual expenses is available in the form of liquid assets, the organization will be required to include in the annual budget a Contingency Fund line equivalent to at least one month's operating expenses.*
- b. Melanie Wood Charitable Fund. The budget passed by the Board shall include a line designated as "Melanie Wood Charitable Fund" and which:
  - i. Shall be of an amount of no less than five (5) dollars;*
  - ii. This fund will be donated toward a charitable group of the board's choosing on an annual and/or regular basis.**

The budget line was named for former Fulcrum EIC, Melanie Wood, who was well-liked during her tenure at the Fulcrum. As Melanie Wood is no longer involved with the Fulcrum, the line shall be renamed to FPS Charitable Fund with a blurb included to acknowledge the change. An

upper limit for the budget line shall also be established, the amount to be determined by the Board.

A provisional revised Section 6.6 (b) follows:

*6.6 (b) FPS Charitable Fund. The budget passed by the Board shall include a line designated as “FPS Charitable Fund” which:*

- iv. Shall be of an amount of no higher than one hundred (100) dollars;*
- v. Shall be donated toward a charitable group of the board’s choosing on an annual and/or regular basis*
- vi. Was originally named for Melanie Wood, a widely respected former Editor-in-Chief who led the Fulcrum from 2007 to 2008, during a transitional period in the early years of the outlet’s independence. The Fulcrum Publishing Society opted to rename the line in 2022, as Melanie Wood is no longer involved with the Fulcrum.*

The Board is to determine an upper limit for the budget line, as well as where the blurb regarding the change in the Policy’s name is to be placed.

Emma has kindly provided us with a short blurb on Melanie Wood to be included in the Policy Manual: “The budget line was originally named for Melanie Wood, a widely respected former Editor-in-Chief who led the Fulcrum from 2007 to 2008, during a transitional period in the early years of the outlet’s independence. The Fulcrum Publishing Society opted to rename the line in 2022, as Melanie Wood is no longer involved with the Fulcrum.”

## **Hiring Policy**

### **Policy Statement**

FPS is committed to hiring individuals with the knowledge, skills, and behavioural competencies that align with FPS’ mission and interests. FPS is committed to hiring practices that promote diversity, provide equitable treatment of all applicants, and are free from discrimination based on protected grounds under the *Ontario Human Rights Code*. This policy outlines a fair and transparent hiring process within the FPS in compliance with applicable employment legislation.

### **Definitions**

Hiring: The process of recruiting, screening, and selecting candidates for positions within the organization.

Protected Grounds: Age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status (including single status), gender identity, gender expression, record of offences, sex, and sexual orientation.

### Formation of Hiring Committee



1. All editorial employees, except for the Editor(s)-in-Chief, will be hired by a committee consisting of the Editor(s)-in-Chief and Executive Director. The committee may, at its discretion, include one (1) member of the Editorial Board. The Editor(s)-in-Chief will be elected according to the procedures outlined in the Editorial Constitution.
2. All business employees will be hired by a committee consisting of the Executive Director and up to two (2) Directors.
3. The Executive Director will be hired by the Board at the recommendation of the committee consisting of the members of the HR Committee.
4. Any other paid or unpaid positions will be hired by a committee of one (1) or more members approved by the HR Committee.

#### Authorization to Hire

5. Before beginning the hiring process, the Hiring Committee must obtain prior approval from the Board to proceed with recruitment for a vacant position.

#### Job Description

6. The position job description should be accurate and identify the job title, major responsibilities, level of responsibility with respect to budget and finances as applicable, and supervisory responsibilities as applicable.

#### Job Posting

7. The position job posting should comply with FPS branding and include the following elements:

- standardized statement on the FPS and its mission
- position title
- positions status (e.g., term duration, full-time, part-time, volunteer, intern, etc.)
- hourly wage or salary range
- location (may include remote/hybrid work)
- summary of key duties and expectations
- knowledge, skills, abilities, education, and experience required, including acceptable equivalencies, as applicable
- closing date
- instructions on how to apply
- other position-related information, as applicable
- statement that the FPS is an equal opportunity employer

8. All job postings must be advertised for at least two (2) weeks before the closing date on the Fulcrum's website, social media and published issues, and relevant external sources identified by the Hiring Committee to ensure the widest distribution possible.

#### Screening Candidates

9. Following the closing date, the Hiring Committee should select candidates using one (1) or more screening methods below.
  - a. *Interview.* To explore employment/volunteer experiences, qualifications, career goals, and behaviour indicators to determine fit with the FPS.
    - i. The Hiring Committee will contact each candidate selected for an interview and arrange an interview time. A candidate may be disqualified if they fail to respond within seventy-two (72) hours of first contact.
    - ii. An interview may not occur with fewer than fifty (50) percent of mandated Hiring Committee members present.
    - iii. All candidates will be interviewed by the same committee members, ideally. As a minimum, at least one (1) committee member will be present for all interviews.
    - iv. Questions must be prepared in advance and used for all interviews. The committee may also ask clarifying questions as needed.
    - v. All committee members must take notes during the interview and use a consistent rating system to rank candidates' responses.
    - vi. The Hiring Committee must interview a candidate before an offer is made.
  - b. *Testing.* To ensure proficiency and ability to perform duties.
    - i. Pre-employment testing may be used to measure the level of competence in job-related skills and capabilities. Tests or assessment tools used as part of the screening process must be valid, job-related, reliable, uniformly administered to all candidates and unbiased.
  - c. *Reference check.* To confirm the candidate's ability to perform job requirements with previous supervisors.
    - i. The Hiring Committee must request two (2) references from interviewed candidates for the Executive Director position and ensure every effort is made to check those references before selecting the successful applicant.
    - ii. Reference checks can be provided by present or former supervisors, or present or former colleagues who can speak to the candidate's work and management style.

#### Offer of Employment

10. The Hiring Committee will make an offer of employment to the top selected candidate based on a matrix assessing experience, suitable skills, familiarity with the student press in general, interview performance, and any other criteria relevant solely to the candidate's suitability for the position. The committee may also select up to two (2) other candidates based on these criteria should the selected candidate not be approved or decline the position.
11. The Hiring Committee will inform all unsuccessful candidates that their application has been rejected.

12. No verbal or written offers of employment will be made to any candidate prior to the successful completion of the screening process.
13. No verbal or written offer of employment will be made to any Executive Director candidates before their contract and compensation structure have been approved by the Board and the successful candidate ratified by the Board.

#### Ratification

14. The successful candidates for the positions of Executive Director or Editor(s)-in-Chief must be ratified by the Board before their proposed start dates.

#### Employee Intake

15. Each employee must complete and return their employment contract, employee information form, direct deposit form, federal and provincial tax forms, and any other onboarding documents, on or before their start date to confirm acceptance of the terms and conditions of employment. They must be informed of the Corporation's Policy Manual, including the Code of Conduct and Disciplinary Action, By-Law, and Editorial Constitution as appropriate.
16. All employees must attend orientation and complete mandatory training required by law, as per the Mandatory Training for Employees Policy.

#### Hiring Process Timeline

17. The Hiring Committee should make every effort to fill a vacant position in a timely manner and complete the hiring process between three (3) weeks and three (3) months of the job posting date. If the committee is unable to fill the vacant within this period they shall report to the Board and seek extension or further guidance.

#### Conflict of Interest and Confidentiality

18. Hiring Committee members are expected to declare any real or potential conflicts of interest including, but not limited to, participating in hiring processes where the candidate is someone known to the committee member, e.g., a family friend, former colleague, etc. An employee may not participate on the Hiring Committee when any of the screened-in candidates is a family member or an individual with whom the employee is engaged in a romantic relationship.
19. All hiring materials and documentation used in the hiring process must be filed, and the information collected, treated as confidential.

#### Emergency Hiring Procedure

20. If a position is vacated and needs to be immediately filled, an individual may be hired on an interim basis at the discretion of the ED and EIC(s) while the position is being advertised. This individual will fill the position on an acting basis and will be

compensated accordingly. The interim candidate must be ratified by the Board at their next meeting or by an online vote.

#### Outside Employment

21. Employees must not be engaged in any other employment or activity that interferes with the provision of the services stipulated in their employment contract, or that is for the benefit of any person, corporation, or enterprise whose business interests are either competitive or in conflict with those of the Corporation. If there is any doubt in this respect, employees are encouraged to inform their immediate supervisor and obtain written authorization, if deemed necessary.

#### Breach of Policy

22. Employees who fail to comply with this policy will be subject to disciplinary action, as per the Disciplinary Action Policy.