

An Instrument for establishment of a sub-committee of the Monaro Folk Society to be known as the Publications Sub-Committee

The committee of the Monaro Folk Society (MFS) hereby establishes a Sub-Committee, which will operate under the authority of the main committee and be known as the Publications Sub-Committee (PSC)

The Publications Sub-Committee will comprise:

- Any member of the main committee who wishes to attend.
- The two editors of Monaro Musings as appointed by the main committee.
- Other members that the committee may appoint to the sub-committee from time to time.

To be quorate the Club Events Sub-Committee must have at least three members of the above in attendance.

The main committee will appoint one member of the Publications Sub-Committee to be the Convenor of the PSC. The date, time and place of meetings will be notified to Sub-committee members by the Convenor at least one week in advance by email or phone along with a regular general agenda.

All Sub-Committee members will be required to adhere to the MFS Code of Conduct.

The Publications Sub-Committee will:

- Meet a minimum of twice a year.
- Manage the operation and production of Monaro Musings and other publications of the MFS in line with the aims and objectives of the Society and its Code of Conduct and instructions from the main committee of the MFS.
- Ensure that the MFS Treasurer is informed when invoices are required.
- Ensure that the publication comes out regularly on time.
- Ensure we maintain our high standards of journalism and layout.
- Ensure that contractors are paid promptly and ensure that no conflict of interest arises from terms on which contractors operate.
- Make ad hoc reports to the main committee on how things are going.
- Ensure that all expenses paid are signed off by the Treasurer.
- Advise the committee regarding contracts and contractors involved in the operation of Monaro Musings, on the understanding that any contract must be brought to the main committee for approval and signature by the President or Vice President of the Society.
- Advise the committee regarding new opportunities for Musings.
- Advise the committee of any grant opportunities that may lead to the improvement of Musings on the understanding that all grant applications must be brought to the main committee for approval and signature by the President or Vice President of the Society.
- Appoint volunteers as appropriate for tasks on the understanding that all volunteers should be advised to the membership secretary, who keeps records of MFS volunteers.
- Undertake other tasks as may arise from time to time at the request of the main Committee.