

# Terms of Reference (TOR)

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## Publication Committee The Institute of Chartered Accountants of Pakistan

### Introduction

The aim of the publication Committee is to ensure that members, students and other stakeholders (like heads of the other institutes) are aware of the activities of the Institute and the profession and receive information pertinent for their use. To assure that publications of the Institute to be marketed and sold to outside parties in order to ensure effective branding of ICAP and CA profession.

### Functions of the Publication Committee

The functions of the Publication Committee are:

1. Oversee the Institute's quarterly, **The Pakistan Accountant (TPA)**, to monitor its effectiveness, and to ensure that the publication is of a good standard.
2. Identify and suggest topics for Discourse and Themes for **TPA**.
3. Review all material and proposals submitted for publication in **TPA**.
4. Review the publication with a view to ensure that the journal continues to engage and benefit readers.
5. Determine the balance of the academic publishing activity in the journal and to develop new programs as appropriate.
6. Enhance the international image of the Institute through its publications.
7. Use CA Pakistan as a brand image in all the communication and promotional materials.
8. The Chairman of the Publication Committee to review the final draft of monthly Newsletter and **TPA**.
9. Help raise revenue for **TPA**.
10. The Chairman of the Publication Committee to report Publication activities to the Council.

### Communication and Reporting

Following Communication and Reporting protocol has to be observed:

All correspondence on publication matters will be shared with the president and secretary for information and record.

All communication on regular issues of publication will be shared with the chairman to keep him informed.

Publication department prepare an annual report, summarizing the work carried out by the Institute during the year (July-June) and submit this to Council.

## **Membership of the Publication Committee**

The Publication Committee comprises of ten members. This number can be increased or decreased concurrence with the Chairman and the ratification of the Council with the following board composition:

A member of the Council, as nominated by the Council, who will function as the chairperson of the Publication Committee

Other members, all members of the Institute, in such a composition which adequately represents both Northern and Southern regions of the Institute

Stakeholders and industry experts may be invited to attend meetings for discussing specific agenda items

## **Expectation of the Publication Committee Members**

Publication members are expected to adhere to the following principles:

Proactive contribution, achievement of quality thresholds of contributions in terms of publication content, innovation, understandability and timeliness

Regular active and constructive participation in meetings

Specific and general proactive feedback on issues and developments relevant to Publication

Respect and commitment to support the reputation of Publication Committee and ICAP

To observe the ICAP Code of Conduct and confidentiality

## **Meetings and Proceedings of the Publication Committee**

The procedure for meetings will be as follows:

The quorum of Publication Committee will be forty percent members including the Chairperson

In absence of the Chairperson for any unavoidable reason the Chairperson may nominate any senior person in the Committee to chair the meeting in his/her absence

Publication Committee will meet as required, but should meet once in three months

Members are expected to attend all meetings. A member can resign from the committee by submitting a written resignation to the Chairperson. The Chairperson of Publication Committee in consultation with the President may replace members who fail to attend three consecutive meetings without leave of absence.

Publication members will not be represented by alternates at the Publication Committee meeting.

The Chairperson will approve the agenda for each Publication Committee meeting.

Agenda will be circulated preferably within seven working days before the meeting.

Minutes along with action plan will be circulated within fifteen working days after the meeting.

The meetings of Publication Committee may be conducted via video conference, depending on the geographical spread of members.

The Chairperson may hold a meeting requiring all members to attend in person if the matter is of such significance that effective discussion can only be made in person.