

Terms of Agreement

between

Mavis Dolinsky and the Women's Program and Resource Centre

for work on the

Canadian Women's Periodical Index (CWPI)

Date: October, 1992

Work to be undertaken:

1. Review and update the Subscriptions and Invoicing component of the production of the CWPI.
2. Write a draft procedure manual or guide describing how the subscriptions and invoices are to be done.

Tasks that may be involved include:

1. Review of the existing files and records pertaining to the CWPI subscriptions and invoices.
2. Consultation with others (primarily Mavis Booker and Marilyn Assheton-Smith, and sometimes Susan Boychuk) who have been involved with or knowledgeable of previous decisions pertaining to invoicing and subscriptions as well as the development of the data base appropriate for this work.
3. Correspondence to subscribers and others regarding their subscription status as well as other related inquiries.
4. Development of appropriate forms and letters for clear and accurate record keeping as well as facilitating the invoicing/subscriptions process.
5. Identification of potential future subscribers and appropriate promotion to these individuals, groups and/or organizations.
6. Re-activation of the "Advertisement Exchange" between the CWPI-WPRC and other periodical/publisher-subscribers.
7. Keep track of incoming subscription monies, completing deposit slips and forwarding deposits to the General Extension Office
8. Updating files, records, correspondence, mailing lists et.al. as necessary.
9. Prepare the printed copies for mailout and forward to the University Extension Centre for posting.

Expectations and Time frame:

It is expected that Mavis will work in consultation with the (Interim) Director of the WPRC (and others mentioned above) as well as independently with respect to making decisions/judgements about subscriptions' correspondence, and billing, etc. This will likely involve periodic consultation with the (Interim) Director and up to four additional meetings with various CWPI workers per volume year.

It is hoped that the draft procedure manual would be completed by the end of the volume 8 year (March, 1993).

It is hoped that Mavis will make a commitment to this work for a minimum of the volume 8 year (1992-1993), and possibly longer (i.e. two years or more) to be mutually reviewed and negotiated in April 1993.

Remuneration:

The terms of this work arrangement do not involve financial remuneration. However, Mavis may take a number of complementary Women's Program courses of her choosing as "remuneration in kind" for work undertaken. Courses do not need to be taken concurrently with work on the project and may be 'banked' for a later more convenient time. Unfortunately, Women's Program courses are not transferable to others.

Date:

Signed:

cc: Mavis Dolinsky

Susan Boychuk

Marilyn Assheton-Smith

Oct 22

Hi Mavis -

At long last - a draft contract outlining some terms of agreement for your work on the WPRC CWPI. (when-a-monthly) Pls. review it & make changes (additions or deletions) as you feel appropriate. I'd like to pull this together in the next week. I've send copies to others as you'll notice, but I'm presuming the main

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