

Committee Charter for “The Communications Committee”

Name:

The Communications Committee

General Purpose:

The Communications Committee acts as a policy board which will advise and assist with decisions regarding format, policy, practices, etc. on all types of media used by UUFPP. The Communications Committee will also resolve (as deemed necessary) conflicts regarding any of the various communication media used by the church.

Leadership:

The Communications Chair is appointed annually by the Nominating Committee, presented to the Board and voted on at the Annual Meeting. The chair serves a three year term. Currently the chair is Steve Kadar, who will serve his third year during the 2010-2011 church year.

Committee Membership:

The UUFPP Webmaster and the Newsletter Editor (or the person acting as Newsletter Editor) are “by definition” committee members (aka *ex vi termini*) as stated in the current church By-Laws. The Chair is responsible to recruit other members of the committee. The balance of the committee should strive for a mix of members and friends of UUFPP that have skills in area such as computer application and technology, media, graphic design, photography, reporting, writing, or related areas. Other members and friends of UUFPP are also encouraged to join.

Meetings:

The Committee will have formally scheduled meetings. In lieu of actual physical meetings held at the church, meetings may be conducted electronically using a variety of software packages.

Specific Duties:

The Communications Committee is responsible for the development, production and distribution of all internal and external communications using the following types of media:

- The Flame
- Sunday announcements inside the Order Of Service (OOS)
- UUFPP Web Site
- UUFPP electronic communications via e mail

- Press Releases
- “Social Networking Websites” (aka MySpace, Facebook and Twitter) and
- Bulletin Boards

Outcome Measurements:

The Communications Committee will produce the following outcome measurements (aka “deliverables”): The Flame, Weekly Updates, Order Of Service, Maintaining the Webpage, Press Releases as needed, posting of events and monitoring content posted by members and friends of UUFP on Social Networking Websites. The Communications Committee will also monitor and update Bulletin Boards removing old & outdated information.

Budget and Spending Authorities:

The current Communications Committee budget is driven by income from Amazon sales which pays for our Website costs.

Reporting Requirements:

1. The Communications Committee will report to the Council of Committees via attendance at meetings and via written report.
2. The Communications Committee shall produce a written report for the UUFP membership to be included in the Annual Meeting Report.

Authory/Relationship to the Board:

1. The Communications Committee is a “standing committee” under the organizational structure of UUFP.

Relationship to Staff:

1. The Minister is an ex-officio member of the Committee.
2. As of this writing the Administrative Assistant is the Newsletter Editor (see Committee Membership)