

# UUFA Communications Charter

1. **Name of Committee or Group: Communications Team**
2. **General Purpose:** The Communications Team works to create and update communications avenues for within the fellowship and out to the greater community.
3. **Membership:** Membership is voluntary, and includes Minister and Administrator. There is no maximum number of members. There are no term limits to membership. Meetings are open to anyone interested. Membership roles include:
  - a. Webmaster
  - b. E-news Editor
  - c. Social Media Coordinator/s
  - d. Graphic artist
4. **Leadership:**
  - a. **Chair**
  - b. The role of **note taker** rotates among members.
5. **Meetings:**
  - a. The Communications Team meets monthly.
  - b. Committee meetings are open to anyone interested in the group's work.
6. **List the specific duties and responsibilities of the team:**
  - a. The maintenance of the website
  - b. Support to the Administrator
  - c. Making policy (ie style sheets, priority, branding, editorials, ) for the following:
    - i. Tapestry newsletter
    - ii. Weekly E-news
    - iii. Press releases
    - iv. Sunday Order of Service insert with weekly news
    - v. Social Media
    - vi. Photographs
    - vii. Calendars
    - viii. Special announcements
  - d. Production of all communication vehicles
  - e. Maintain photo library
  - f. Special announcements
  - g. Maintain inventory of technology and communication resources
  - h. Review of all communications being produced for external distribution
7. **The Communications Team Policies guide the committee.**
8. **Annual Goals, Objectives:**
  - a. Evaluate rental fees for use of technologies
  - b. Pricing for hiring sound techs for renters
  - c. Prioritization of technology purchases
  - d. Setting advertising budget and priority
  - e. Create policy regarding outside communications, including

9. At monthly meetings, the committee review the upcoming events and identify priorities in their being highlighted in the communication venues.
10. **Accountability:** The Communications Team is accountable to the minister.

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Proposed charter submitted by Michelle Leebens-Mack, chair:

Date:2017