

Communications Committee Charter
Unitarian Universalist Church of the Shenandoah Valley

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Mission

The mission of the Communications Committee of the Unitarian Universalist Church of the Shenandoah Valley (UUCSV) shall be:

To empower the voice of the ministries of the Unitarian Universalist Church of the Shenandoah Valley.

It shall *empower* by ensuring the availability of technological resources, processes, and training focused on giving the ministries the best opportunities to do their own communicating in an appropriate manner through appropriate communication channels. The *ministries* shall be defined as

1. the minister and staff;
2. the governance bodies, e.g. Board and Committees; and
3. the community of the church.

To these ends, the Committee shall have the authority to coordinate and provide oversight of all communications. This authority shall include, but not be limited to, creation and enforcement of all Policies, Procedures, and Guidelines necessary to ensure fair, balanced, and appropriate communications in accordance with Governance Policies established by the Board.

Responsibilities

To support the mission statement above, the Communications Committee assumes the following responsibilities:

- Develop and Maintain UUCSV Communications Policies, Procedures, and Guidelines for the different methods/modes of communication;
- Develops and Maintain methods of communication for the congregation and, as appropriate, the community at large, both on-line and traditional media;
- Coordinate internal and external communications;
- Evaluate and initiate new modes of communications;
- Maintain responsibility for Church Newsletter, website, Facebook page, and other communications modes;
- Monitor and evaluate communications and issue a report to the Board of Directors each year by April 15th for inclusion in the Annual Report.

III. Terms and Conditions

As the sole policy-making body for the Church by its Constitution, the Board will establish standing and ad hoc committees to carry out the activities of the Church. Also, the Board shall appoint committee chairpersons and may delegate to the chairpersons the authority to appoint members.

As a standing committee of the Church, the Communications Committee will have a Board-appointed Chair and work within the following terms:

- The term for the Chair of this Committee is 2 years and a Chair can serve no more than two consecutive terms.
- The Committee Chair will have regular interface and communication with the Board liaison to discuss relevant issues and subjects that require Board action.
- The Committee Chair is delegated the authority to appoint members to the Committee and to remove them if so deemed necessary.
- Committee members should be chosen from those congregants who are committed to Communications and available to meet regularly to further the work of the committee.
- The Committee is authorized to recruit volunteers to serve in roles necessary to complete communications. These roles shall include but not be limited to: webmaster, publication editors, and reporters.
- The Board delegates to the Committee the authority to establish Policies, Procedures, and Guidelines in regards to church communications, both internally and externally in accordance with Governance Policy established by the Board.

IV. Structure and Governance

The Committee derives its responsibilities and authority from the powers delegated by the Board. The Chair shall be primarily responsible for the proper exercise and completion of those responsibilities. If sufficient membership is available, the following additional officers shall be named by the Committee: Vice Chair and Secretary.

The Committee shall meet and operate under Roberts Rules of Order. The Chair retains the right to relax the rules during working meetings, however, any vote by the Committee shall be conducted under Roberts Rules of Order unless there is full consensus of the Committee in regard to the subject under discussion.

The Chair shall be the prime accountable person for the operations of the Committee and for ensuring the prompt execution of Responsibilities. The Chair shall have authority to convene meetings and to appoint members and volunteers to those tasks necessary to carry out the responsibilities of the Committee.

The Vice Chair shall take the place of the Chair in the event of absence or resignation.

The Secretary shall be responsible for maintenance of meeting minutes and the public dissemination of all Standing Policies, Procedures, and Guidelines to the Congregation.

V. Communication Policies, Procedures, and Guidelines

The Committee shall develop Communication Policies, Procedures, and Guidelines for the communication channels of the Church in accordance with Governance Policies established by the Board.

VI. Funding

The Communications Committee will have a line item in the operating budget of the Church to support the work of the Committee. An estimate of these expenses with supporting data shall be submitted to the Finance Committee by the date established in policy for inclusion in the draft budget for the coming year.

Recommended by the Council on Committees on June 11, 2014

Approved by the Board on _____

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Published on June 11, 2014 at 08:39:26 PM