Greenville Unitarian Universalist Fellowship
COMMITTEE CHARTER
COMMUNICATIONS & TECHNOLOGY

Approved by Board September 10, 2014
Affirmed by Program Council February 4, 2015
Submitted to Board of Trustees February 11, 2015

Mission:

To provide clear and constructive communication to Fellowship members, friends and the greater community, and to provide information technology support for the Fellowship's official communication channels.

Qualifications for Chair:

Understands and values the essential need for good communication within the Fellowship. Has knowledge in either the technology area or the message style area.

Qualifications for Vice-Chair and Members:

Knowledge and skill in some of the following areas would be helpful: writing, communication, marketing, journalism, web design, technology, computer repair, PowerChurch, etc.

Overall Responsibilities:

Design/develop/sustain cohesive and coordinated systems, via a variety of channels, to ensure the availability of accurate and clear information in a timely manner

Functions:

1. Committee chair is a member of the Program Council and participates in their monthly meetings.
2. Recruit, select, train and work with committee members.
3. Work closely with other committees, leadership and staff to coordinate efforts. Develop and recommend an annual budget to accomplish the committee's work.
4. Work within the allocated budget to be a good steward of the resources.
5. Insure that the diversity of the Fellowship is honored with communication. methods/channels tailored to their needs, desires, and expectations.
6. Submit article/notice/announcements to the Spark and/or Flame as appropriate to publicize the work and needs of the committee.

Implement and coordinate two working groups or sub-committees:

A. one focused on message, content, style, look (what)

and

B. one focused on technology, hardware, software resources (how).

A. Message Sub-committee
1. Work closely with the Fellowship Administrator to oversee the design, organization, content, publishing and distribution of the monthly Flame
2. Work closely with the Fellowship Administrator to oversee the design, content, publishing of the weekly Spark
3. Create and promote a cohesive and coordinated look (brand standards) for all publications, signage, letterhead, website, social media, etc.
4. Determine most appropriate and best vehicle for dispersing various kinds of information
5. Coordinate with Technology sub-committee to design, monitor, proof, and instruct other committees and staff how to have the web site updated with current information
6. Co-ordinate with Technology sub-committee to establish procedure (how, who, when, etc.) for updating the web site
7. Maintain connectivity through social media; post appropriate announcements, weekly sermon topics, etc. and moderate our official site
8. Design and manage both exterior and interior signage in accordance with brand standards; coordinate with Building & Grounds committee and/or Sexton for installation/maintenance
9. Manage bulletin boards and any temporary notices, regarding appropriateness and timeliness
10. Refine and distribute press releases or public announcements regarding public events as appropriate and approved by leadership or minister
11. Advise minister and leadership about communications/publicity options

B. Technology Sub-committee
1. Evaluate needs for technology hardware and software tools, including computers, printers, copier, telephone and messaging system, security system, etc. and recommend updates, solutions, etc. for efficient and effective operation. Coordinate with Fellowship Administrator with this.
2. Evaluate and recommend procedure for repair/maintenance of each system when needed (who or which service, company to contact) Coordinate with the Fellowship Administrator with this.
3. Coordinate with Building & Grounds Committee and/or Sexton (through the Fellowship Administrator) for installation/maintenance which might be best handled internally through those. Provide training as appropriate
4. Monitor installation and implementation of new computer software and/or updates and new electronic equipment. Coordinate with and provide training for staff as appropriate.
5. Coordinate with Message sub-committee to instruct other committees and staff how to have the web site updated with current information
6. Co-ordinate with Message sub-committee to establish procedure (how, who, when, etc.) for updating the web site.

7. Ensure subscriptions to web hosting service and domain name registrars are current. Update registrar contact information as needed.
8. Evaluate and make needed improvements for back up and maintenance of information, archives, etc.
9. Assist with PowerChurch and other administrative database operations
10. Evaluate, recommend and oversee installation and maintenance of multimedia, audio, sound, light equipment
11. Ensure that the Fellowship Administrator Maintain documentation of administration user id's and password for installed computer hardware/software and peripherals.
12. Maintain domain email addresses and forwarding as well as establish guidelines for Fellowship email addresses using other providers (e.g. Yahoo, Gmail, etc.)