

COMMUNICATIONS COUNCIL CHARTER

April 3, 2024

Definition of Communications Council

The Communications Council is an aggregate of the teams which deal with the communication functions and activities of UUCDC. These teams include Newsletter/Connections, a Website Updating Team, the Photography Team, and any future teams created to deal with communications of church members internally or externally from the church to the community. Some proposed future teams include a Website Revision Team, a Social Media Team, and an External Communications Team.

Purpose of the Communication Council

The Communication Council's purpose is to disseminate information to the congregation and community at large in a timely fashion for the advancement of the goals and mission of UUCDC.

Communication Council Membership

The Communication Council members are the chairs and members of each individual team engaged in communication work at UUCDC.

The Communications Council Chair

The Communications Council Chair is appointed by members of the council under terms of their choosing, or alternatively they may rotate the role of chair among their members. The minister serves as chair of the Communications Council in the specific instances where the minister calls a special meeting of the council.

Chairs of the Communication Teams

The chairs of individual teams shall be selected by the members of each team and shall be responsible for coordinating its activities. Teams may choose to not have chairs, if doing so seems unnecessary.

Responsibilities

The Communications Council is responsible for providing information to the church and wider community in a timely manner via electronic and other means,

including but not limited to the newsletter, website and Facebook, and for maintaining the necessary infrastructure.

Meetings

The council will meet when and where the teams deem necessary, or at the request of the minister, either in person or through electronic means, to discuss any issues that need to be addressed and/or to discuss strategies to enhance communication.

Members of each team shall also meet or communicate as needed to deal with issues that may have arisen and require immediate attention.

Structure and Design

Individual teams, and the council itself, can create new teams or forms of organization, to help, support, and expand the outreach of the communication function of the church as they see fit, while keeping the minister aware of these changes as they emerge. Individual teams can recruit new members to their teams as they see fit, drawing on Growth Through Service or other resources to find people to fill roles. Additionally, the minister and staff members may also add teams to the Communication Council, and provide people to fill those roles as it sees fit, in order to advance the mission of the church.

Relationship to the Governance Structure

The Communication Council and communication teams operate under the guidance of the minister and staff. Any Communication Council member may consult with the minister or staff if they feel the need for support and guidance.

Any committee or team chair of UUCDC may call on members of the Communication Council directly to aid them in advancing publicity for their cause.

The minister and staff will work collaboratively with members of the Communication Council to develop strategies that effectively advance the goals and mission of UUCDC.

Adoption of the Charter

Approved by the Council on April 15, 2024 by Craig Harris
[Date] Communications Representative

Approved by the Board on April 15, 2024 by Marylin Huff
[Date] Board President