

COMMUNICATIONS COMMITTEE Job Description

I. Purpose

The purpose of the Communications Committee is to broaden and deepen our spiritual and community life by providing news and information about the Meeting, maintaining a library of books and other materials, connecting with the world and wider community of Friends, and facilitating communications through the use of computer and on-line technologies. Committee guidelines, and all of the committee's contributions to the community, are intended to increase love and justice, taking care to be sensitive to personally and culturally different ways of being and communicating.

II. Term Length

The term follows the usual schedule of nominations from June through May, renewable.

III. Number of Members

The committee will be composed of a clerk and preferably at least four members and/or attenders with a concern for Friends' use of communication media and technology to broaden and deepen our spiritual and community life. It includes the Librarian, Newsletter Editor and Web Coordinator as regular members. Note: The Librarian position has not been filled since 2020, and the Newsletter Editor position has not been filled since June 2023.

IV. Membership Requirements

Members of this committee may spend from an hour to several hours per week, as appropriate, on a variety of tasks described below. See separate descriptions for specific jobs.

V. Desirable Qualifications

Members should become familiar with the communicative needs of the Meeting.

VI. Responsibilities

- The responsibility of the committee is to support and advise the Newsletter Editor, Web Coordinator, and Librarian as they fulfill the duties outlined in their job descriptions.
- The Committee establishes and maintains communication guidelines on the email listserv, website, library, and newsletter.
- The Committee meets regularly to conduct business. All members should expect to attend Committee meetings.
- Once a year the committee reads and responds to Advices and Queries, as directed by the Worship and Ministry Committee. This includes reading the selected Advices and Queries at the meeting for worship and presenting the committee's responses at the meeting for business.

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