

Internet Communications Committee Roles and Responsibilities March, 2018

Approved by Board : TBD

Purpose: To provide, facilitate, and coordinate internal and external communication through electronic means for the UUCWI congregation, committees, the Board of Trustees, and the community at large.

Nature: This is a standing committee.

Key Responsibilities:

- Promote communication within the congregation
- Oversee the publication of newsletters and weekly E-news.
- Post upcoming service descriptions to website
- Post audio and text of sermons to website (when permitted by the speaker)
- Post news of social functions and images to Facebook, and/or other social media
- Promote the church to the wider community through electronic means
- Ensure core church documents are posted to, and archived, on website
- Assist committees with development of, and updates to, committee pages
- Assist Membership Committee with maintaining the Congregational Directory of members, friends, and visitors
- Convene meetings of the committee at least quarterly with prepared agendas
- Maintain website and train users
- Ensure that the website is backed up