Charge

The Communications Team (CT) is charged with directing communication within the Unitarian Universalist Church of the North Hills (UUCNH) congregation via the Newsletters the UUCNH.org website, the Facebook page and the UUCNH Community Facebook discussion group. The Team is also charged with directing communication with the outside world via the UUCNH.org website, the Facebook page, and traditional advertising media.

Authority

The Communications Team was formed to bring the functions of the newsletter, website, Facebook page and traditional advertising methods under one cohesive umbrella, for the purposes of developing coherent communication between UUCNH members, and between UUCNH and the outside world. The individuals managing the newsletter, website, Facebook and social media tools will work closely with the Minister and with other UUCNH teams/groups who need their respective message/information communicated to the UUCNH community and to the outside world.

Responsibilities

1. Develop and maintain a Master List of activities, duties, timelines, tasks, formats, etc. for which the Communications Team is specifically responsible.

2. Maintain a relationship with and provide monthly updates to the team’s Board Liaison.

3. Develop and submit a proposed budget for the team as part of the annual church budgeting process.

4. Submit a report on the team’s activities for inclusion in the UUCNH Annual Report to the congregation.