

UUCWI Communications Committee Role Description

Approved by Board of Trustees on March 14, 2005

Purpose: Coordinate communications both within the congregation and between the congregation and the Whidbey Island community.

Nature: This is a standing committee.

Key Responsibilities:

- Monitor, evaluate, and recommend changes as needed for effective internal and external communications for the congregation.
- Publish the congregation's newsletter.
- Maintain the congregation's website.
- Coordinate publicity for outreach and events with committees, the Board of Trustees, and the Church Coordinator.
- Maintain information relating to publicity through a variety of media on Whidbey Island.
- Organize the phone tree.

Standing members: Chair

Publicity Coordinator

Church Coordinator

Webmaster

Newsletter editor