

Communications Committee Job Description

March 2023

UUCSC Communications Committee

Revised March 2023

Mission: To facilitate communication of and about UUCSC within the congregation and beyond.

UUCSC Communications Committee Purpose:

The purpose of the Communications Committee is to advise and support the internal and external communication of information and events for the UUCSC community in collaboration with staff and members. Currently the Communication Committee supports our website, Facebook page, Instagram, weekly electronic Newsletter, online directory of members and friends of the congregation, and outreach publicity to local newspapers, and other news media. Each member of the committee is actively involved in the support of one or more of these communication means. The Communication Committee meets quarterly and as needed; the committee connects to each other, staff, and the congregation regularly through electronic means.

UUCSC Communication Committee Chair Job Description:

The job of the chair is to coordinate members to perform tasks relating to internal and external communications for the congregation, and review tasks as necessary; to solicit feedback and new ideas from the committee and congregation members; to ask other congregation members to do additional tasks as needed; to coordinate communications functions with UUCSC minister and Congregational Administrator.

The Communication Chair's ongoing tasks include (but are not limited to) the following:

- Supporting the work of the Newsletter Editor.

- Assisting with press releases and other announcements upon request.

- Coordinating service announcements to South County papers with the Congregational Administrator.

- Recommending and establishing protocols that assure smooth flow of information.

- Directing the review of the UUCSC website with Communications to keep it current.

- Attending bi-monthly Coordinating Council meetings and submitting bi-monthly reports to the Coordinating Council.

- Coordinating & updating photos of events, special programs, services, members of the congregation working together, etc.

- Exploring additional media for communication and publicity such as paid ads in other appropriate publications; PSAs; television/radio coverage; digital newspaper sites, etc.

- Working with the Membership Committee to maintain the UUCSC Directory for accuracy.