

POLICY NAME: Communications Committee Membership

1. Purpose

- 1.1. This policy describes the size of the Communications Committee of Deer Lake United Church and the qualifications required to be a member of the committee.

2. Scope

- 2.1. This policy applies to the members of the Communications Committee and anyone interested in becoming a member of the Committee.

3. Policy Statement

- 3.1. The Communications Committee consists of at least one and preferably no more than four members.
- 3.2. Members of the Committee must be proficient in at least one, and preferably most, of the following aspects of newsletter production:
- 3.2.1. **Authoring:** Member must have a thorough understanding of the English language, spelling, grammar and literary style.
- 3.2.2. **Interviewing:** Member must be able to interview DLUC members, elicit information, accurately capture comments, and formulate interview content into an engaging article.
- 3.2.3. **Layout:** Member must be proficient in the use of Microsoft Word 2000 or later. In particular, they must be familiar with the use of text boxes for the production of a multi-column newsletter. They must have access to a computer with Microsoft Word 2000 or later and must have an active email account.
- 3.2.4. **Photography:** Member must understand photographic composition and be able to submit good-quality digital photographs via email.
- 3.2.5. **Reporting:** Member must be able to write compelling accounts of DLUC events.

4. Definitions

- 4.1. **DLUC:** Deer Lake United Church.

5. Responsibility / Owner

- 5.1. The Chair and members of the Communications Committee are responsible for ensuring that this policy is kept up-to-date and adhered to.

6. Legislative Context / External References

- 6.1. None.

Warning – Uncontrolled when printed! The current version of this document is kept on the DLUC office PC.

Authorized by: DLUC Board

Staff position or organization responsible for authorising the policy

Maintained by: [Communications committee Chairperson]

Staff position responsible for keeping the policy up to date and error free

Approval Date: [2006/06/20]

Date the current version was approved

File name: Policy COM002 Communications Committee Membership 2006-06-20.doc

Original Issue: [2006/03/20]

Date of the original authorisation and issue of the policy

Current Version: [2006/04/25]

Date of the most recent amendment to the policy

POLICY NAME: Communications Committee Membership

7. Associated Documents / Internal References

7.1. None.

Warning – Uncontrolled when printed! The current version of this document is kept on the DLUC office PC.

Authorized by: DLUC Board

Staff position or organization responsible for authorising the policy

Maintained by: [Communications committee Chairperson]

Staff position responsible for keeping the policy up to date and error free

Approval Date: [2006/06/20]

Date the current version was approved

File name: Policy COM002 Communications Committee Membership 2006-06-20.doc

Original Issue: [2006/03/20]

Date of the original authorisation and issue of the policy

Current Version: [2006/04/25]

Date of the most recent amendment to the policy