Pacific Yearly Meeting - Ministry & Oversight Committee
Electronic Communications Subcommittee
Job Description

Overview

The Electronic Communications Subcommittee (ECSC or the Subcommittee) is responsible for the online presence of Pacific Yearly Meeting (PYM) and serves as direct support for the web administrator. PYM's online presence includes, but is not limited to, the PYM website and other social media (eg. Facebook).

The Subcommittee reports to PYM's Ministry & Oversight Committee (M&O) and will seek the approval of that committee before proceeding to implement any significant actions or changes to current systems or online presences. Any action that involves personal information must first be approved by M&O.

The Subcommittee exists to identify and understand user needs, abilities and requirements to meet the online needs of the Yearly Meeting and also to help determine the application of technology to support the needs of the Yearly Meeting.

The Subcommittee meets periodically by conference call (or any other communication media accessible by all subcommittee members).

The Subcommittee does not have an assigned budget. The website expenses are included in the PYM general budget. Any additional expenditures by the Subcommittee require the approval of Ministry & Oversight Committee and, if approved, will be drawn from that committee's budget.

Qualifications

While technological development skills are desired, such skills are not required and collectively committee members will:
-   Have an in-depth understanding of the structure and needs of PYM.
-   Have an understanding of current technology, its limitations and possibilities.
-   Be available for meetings as required and able to work on projects either individually or with others.
-   Be sensitive to the varying degrees of technological aptitudes among the members of the PYM community and users/visitors to the PYM website.

Tasks

Ongoing tasks:
1. Ongoing support of the PYM web administrator (see related tasks below).
2. Annual audits of the PYM website in terms of content and functionality, including ensuring information is current, accurate, and readily accessible.
3. Review and revise PYM's online and website policies, including the privacy policy and the terms and conditions for using and posting materials on the PYM website, and the use of social media, among others. This task should be performed annually to familiarize subcommittee members with existing policies and as necessary to incorporate new issues and concerns.

Short-term tasks (2015-2016)
In addition to the ongoing tasks above, the Subcommittee is asked to:

i. Develop a new website wireframe (a screen blueprint or visual guide of the website's functions).

ii. Develop the framework for a communication and coordination system that meets the needs of the PYM organization and its community.
   · Push (outgoing) communication: distribution lists
   · Pull (incoming) communication: listservs, improved role-based email

iii. Develop the framework for an online archival / institutional memory system that meets the needs of the PYM organization and its community, considering, among others, the following:
   · File system for PYM committees and officers
   · Searchable databases (PYM minutes, reports, memorials, etc.)
   · Access and administration

iv. Consider the development of a password protected section on the PYM website for access to sensitive information.

v. Determine and explore how PYM's online presence fits and can interface with other Quaker organizations online, eg. Quaker Cloud, Western Friend website.

vi. Develop processes for ensuring stakeholder involvement in PYM's online presence. The stakeholders identified following should be consulted for feedback and/or input.

vii. Consider the involvement of the Monthly Meetings and their presence on the PYM website, including the information PYM would like the Monthly Meetings to provide and update regularly.

The PYM online presence principal stakeholders at this time have been identified as:
- Yearly Meeting officers and committee clerks
- PYM Registrars
- Youth Programs Coordinator

The tasks of the PYM web administrator include, but are not limited to:

a) Develop the online registration form and process for the Annual Session.
   · This task involves the PYM Registrars and contract registration team. The ECSC may be asked to appoint one person to the group formed to carry out the task. No further involvement by the ECSC is necessary, unless requested by the PYM web administrator or the Registrars.

b) On request, develop the online registration form and process for the annual meeting of Representative Committee.
   · This task involves the host Meeting and is carried out by the local Arrangements Committee and, if requested, the PYM web administrator. The ECSC should be aware of this project, although no direct input or participation is necessary.

c) Post reports, information, epistles, minutes, announcements, and other PYM-related information on the PYM website and other social media.
   · The ECSC may serve as a review panel for material submitted to be posted on the PYM website or other social media.

d) Maintenance of the PYM website.

- The ECSC should be available to answer any questions the web administrator may have in this regard.

e) Execute instructions received from the ECSC and seek clarification from the ECSC as necessary.

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