

Communications Committee Job Description, October 2020

Committee Description: The ministry of the Communications Committee is to nurture and grow the “beloved community” by facilitating communication both within and outside of Pacific Yearly Meeting (PYM), both during and outside of the Annual Session.

Qualifications: The committee needs individuals with a wide variety of skills. While some individuals may bring substantial technical skills, others will bring knowledge and understanding of the structure and processes of PYM and of its people and history. Still others will bring energy for reaching out to new and long-time Friends.

Considerations: It is important that members share a commitment to the work for which the Communications Committee is responsible on behalf of the Yearly Meeting. There needs to be a balance between those who are particularly comfortable with technology and those who are not.

TASKS: The committee is responsible for the following tasks, summarized below.

- Develop and maintain communications policies and guidelines.
- Develop and manage the PYM website.
- Appoint or hire, and then manage, software developer who will create or update the online registration system for Annual Session.
- Develop and oversee working group to monitor and moderate any official PYM social media presences.
- Work with other organizations so that their information about PYM is accurate and links to our website are correct.
- Collaborate/share and learn from other Quaker organizations about communication resources.
- Maintain secure electronic archive of important PYM documents.
- Provide and staff Secretariat services for Annual Session.
- Facilitate communication within PYM.

Time Involved: Time commitment for each committee member is about 2-4 hours/week, plus regular (monthly) conference calls and more intensely two times a year, before, during and after RepCom and Annual Session.