

**UUFSD Policy and Procedure: Communications Committee**  
**UUFSD Policy and Procedure Document Policy ID: 485**  
**Title: Communications Committee Policy and Procedure**  
**Date Approved by the Board of Directors: October, 2020**

**Purpose**

The Communications Committee (ComCom) exists to effectively promote Fellowship events through various publicity venues.

**Policy**

The ComCom is responsible for providing members and visitors of the Fellowship with updated information regarding the events and activities that take place, on and off campus. The ComCom maintains and updates bulletin boards, the UUFSD website, our Facebook and our weekly newsletter with the goal of informing members and visitors to UUFSD of programs and events and as a means of outreach to our immediate communities.

ComCom Programs:

- \* Bulletin Board Postings - Flyers and Notices
- \* Weekly Newsletter
- \* Quarterly Magazine
- \* Announcements for Order of Service
- \* Website postings
- \* Facebook Page
- \* Email Blasts

ComCom meetings are open to all members. Congregation members wishing to speak at the meeting on a specific issue should contact the Committee Chairperson.

**Procedures**

**Announcements for the Newsletter, Website, Order of Service, Facebook and Outside Publicity**

The Office Manager is responsible for setting a cutoff time for Newsletter and Order of Service submissions, and for communicating and enforcing this timeline.

**Submissions:**

- a. Go to Website/News & Events/Submit Your News
- b. Articles to meet criteria set in Submit Your News guidelines for length
- c. Articles to meet criteria set in Submit Your News guidelines for running time

Exceptions to the use of the online form or other guidelines (e.g., length or run time) requires approval of the Office Manager and/or the Editors of the website and Facebook page.

**Quarterly Magazine**

The ComCom encourages members and friends to provide input on topics for the Quarterly Magazine. All members and parties with announcements and articles shall:

- a. Contact magazine editor with suggested topics.
- b. Go to Website/News & Events/Submit Your News
- c. Fill out a "Submit Your News"

### **Flyers and Notices**

- a. Only fliers related to UU events may be attached to the Core Area glass enclosed bulletin board or the four-sided kiosk.
- b. There will be no postings on doors, windows and fences unless approved by the ComCom.
- c. Flyers and notices will be posted on bulletin boards by members of the Com Com, which will have the responsibility of removing them as appropriate.
- d. While poster and fliers will usually be limited to 8 1/2" x 11", for special events (Auction, Fall Fair, etc.) larger posters or banners may be placed on site, with the approval of the ComCom. Committees or individuals in charge of the specific event will be responsible for the removal of the posters and signs after each event.
- e. To insure compliance with this policy and procedure all flyers related to UUFSD events must be submitted to the Office Manager.
- f. The ComCom will periodically monitor all fliers, posters and bulletin boards for attractiveness and timeliness.
- g. The responsible party's contact information (name, email address or telephone number) shall be included on fliers and posters (information may be printed on reverse side)

To protect the tax-exempt status of UUFSD, only UU-related notices may be posted on these bulletin boards. No commercial or business notices are allowed

### **Four Square Kiosk**

- a. All materials will be submitted to the Office Manager
- b. All materials for posting will be approved by Kiosk Coordinator
- c. Kiosk Coordinator will post materials on a weekly bases and remove outdated materials

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### **Stand Up Bulletin Board**

- a. All materials will be submitted to the Office Manager
- b. Congregational Administrator will post materials on a weekly basis and remove outdated materials

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### **Email Blasts Email blasts will be used only for special informational purposes**

- a. The Minister has the responsibility for the content and frequency of email blasts
- b. The Minister or her/his designee determines whether to issue email blasts
- c. The Office Manager issues email blasts