

## **Board Charge to the FUUN Communication Committee**

The Communication Committee drafts policies regarding FUUN communication channels and submits them to the FUUN board of directors for consideration. The Communication Committee encourages adherence to established communication standards (editorial, graphic, and use of FUUN logo), and provides education about communication procedures when invited to do so by staff and lay leadership.

Staff and lay leadership are responsible for providing content for communication venues to the Communication Committee. The Communication Committee uses established standards to determine the appropriate channel for publication of submitted materials.

The Communication Committee encourages the FUUN board, other lay leaders, and staff to formally consult with the Communication Committee regarding major decisions about FUUN communications, both broadly and narrowly defined. The Communication Committee also encourages direct communication among staff, lay leadership, and the Communication Committee regarding all concerns associated with communication procedures and decisions.

The Communication Committee's specific duties include edit, design, and oversight of the following to ensure that the quality and content of all communications are compatible with FUUN principles, policies, and covenants:

- FUUN brand
- FUUN newsletter
- FUUN website
- standard format weekly email
- newsletter email announcement
- bulletin boards
- press releases
- church-affiliated groups on social network sites
- church-wide email listservs (per the Mass Communication Policy)
- FUUN email alias addresses

The Communication Committee is also involved, in collaboration with staff and lay leadership, in issues regarding other communication vehicles, including the church events calendar, the order of service, church-wide emails for special announcements, and publications representing FUUN to the outside world.