

Job Description of Northern Yearly Meeting Communications Committee

Members, Clerk and Additional Designated Positions

October 9, 2022

General Committee Responsibilities

- Overall discernment, decision-making and development around communication needs and solutions for NYM activities and committees.
- Maintenance and record-keeping for NYM's various communication tools, including the website, mass email list, publications, Meeting & Worship Group contact list, Zoom scheduling, and email accounts.

Gifts

NOTE: Not all of the responsibilities require knowledge or experience with technology.

- Overall knowledge of NYM's activities or desire to learn
- Desire to make NYM communications inclusive for all
- Communication skills
- General comfort level with computer and electronic communication tools

Other skills required for some of the roles:

- Ability to work with spreadsheets and online files
- Editing or layout skills
- At least one person needs to be proficient with technology and web tools

Communications Committee roles include:

- Maintain/Update the NYM website including password-protected materials
- Compile & send the monthly NYM e-News
- Edit, produce and distribute the NYM Journal 3x/year
- Maintain the NYM Meeting & Worship Group Clerks & Reps contact information list
- Manage the NYM Zoom accounts and calendar.
- Maintain technology tools, email addresses and email forwarding, credentials for various accounts and applications.
- Respond to various communication-related requests from NYM people.
- Maintain records for the NYM Faith & Practice publication.

Detailed Roles and Responsibilities

Responsibilities and Activities - Committee

1. Provide, improve and explore communications tools for NYM officers and committees and NYM activities.
2. Support backup strategies for electronic NYM files.
3. Prepare summary report for NYM Annual Session.
4. Develop schedules and budgets for publications.
5. Develop policies for publication, review, dissemination, and privacy.
6. Keep records of all logins, passwords and owners for NYM online tools; online storage locations; and email accounts and forwards.

Membership and Appointment

1. Committee will consist of **a minimum of five** members with various responsibilities and terms of service.
2. Members will have 3 year renewable terms.
3. A committee member can fill one or more of these roles. Roles on the Committee include:
 - a. **Member-at-Large:** helps with needs assessment, decision-making and general communication, and assists with activities planned by the committee.
 - b. **Communications Coordinator:** responds to or routes general NYM web-based or email inquiries.
 - c. **Web Clerk:** manages the NYM website, posts and updates items on request, assists users in gaining access to private content, and helps committees use their sites.
 - d. **Assistant Web Clerk:** assists the Web Clerk, Communications Coordinator and performs other tasks as needed.
 - e. **E-News Editor:** collects, edits and produces content for the monthly e-News, and either sends out the e-News or submits items to another committee member to format and send (currently using Mail Chimp, a mailing list app that allows people to manage their own subscriptions).
 - f. **Journal Editor and Layout Artist:** (1-2 people) work together to produce the NYM Journal 3 times per year, creating a final copy. They will ensure that it is posted to the website and emailed to the mailing list and to Meeting Clerks and Reps. See NYM Journal Editor job description for details.
 - g. **Zoom Organizer:** Schedules Zoom meetings using the NYM Zoom accounts on request, and maintains the Zoom scheduling calendar. Offers instruction and troubleshooting assistance as able.
 - h. **Technology Manager:** maintains the northerlymeeting.org domain name, web hosting, email and other tools using the domain; creates and maintains NYM email addresses and forwarding using the northerlymeeting.org domain as well as gmail addresses used by NYM; updates forwarding from all NYM email accounts when positions change.
 - i. **Database Clerk:** continuously updates the list of NYM Meetings and Worship Groups and their contacts and reaches out to them requesting changes.
 - j. **Committee Clerk:** schedules committee meetings and serves as the liaison between NYM and the Committee.
4. Committee members are nominated by the NYM Nominating Committee and approved by NYM's Meeting for Business.
5. The Committee Clerk is selected by the NYM Nominating Committee.

Records Maintained

The Committee Clerk or another committee member maintains records of committee meeting minutes, information, and documentation of policies, procedures, online accounts and other important information.

Reports and Correspondence

The committee will submit written reports at each NYM Annual Session and Interim Session.