

Request for Approval: Communications Committee

As co-clerks of the Communications Task Group Sharon Hulihan and Nikki Loscalzo request approval for a reorganization of the various existing communications functions within Newtown Monthly Meeting to create a new Communications Committee. By consolidating Press Relations, Web Clerk, Newsletter Committee, Display Media (e.g. bulletin boards), Announcers, and Digital/Social Media we will have the opportunity to streamline communications processes and create systems for curating and updating information in a timely and efficient manner. These systems will enable Newtown Meeting members and attenders to access the information they need in the way that works best for them.

The work of this new committee will include each function's existing responsibilities as well as:

- Broadening technical support capabilities for the Newtown Meeting website so that one person does not have sole responsibility for web design, maintenance and updates.
- Brokering opportunities for each Newtown Meeting committee to utilize the website to distribute information within the Meeting and to the broader community as appropriate. This may include developing Frequently Asked Questions, sharing general information, posting project updates, etc.
- Developing a streamlined process for community members to announce events including developing and communicating submission deadlines for various media.
- Determining standards for announcing and publicizing Newtown Meeting and other organizations' (PYM, Camp Onas, Bucks Quarter, other Quaker meetings, FCNL, Mercer Street Friends, etc.) events in terms of both timing and media.
- Identifying opportunities for improvement in both inter- and intra-meeting communications.