

Job Description

Strawberry Creek Monthly Meeting ELECTRONIC COMMUNICATION AND RESOURCES COMMITTEE

I. Purpose

The purpose of the Electronic Communication and Resources Committee is to facilitate Friends' use of computer technologies to deepen our spiritual and community life.

II. Term length and time commitment

The term is one year, following the usual schedule of nominations from June through May, renewable. Members of this committee may spend from an hour to several hours per week, as appropriate, on a variety of tasks described below.

III. Committee Composition

The Committee will be composed of at least four and no more than five members and/or regular attenders with a concern for facilitating Friends' use of computer technologies to deepen our spiritual and community life. The meeting's web coordinator will be an ex-officio member. The composition of the committee should include those with a wide range of computer skills, and no one should be discouraged from committee service due to a lack of computer knowledge.

IV Nature and Frequency of Activities

This committee will meet as needed to review current computer, web site, and Internet communications issues, including whether the publicly accessible web documents are up to date and adequately represent Strawberry Creek Monthly Meeting. The committee will consult and work closely with the Care of the Meeting Community Committee and the Worship and Ministry Committee in order to carry out its mission of employing computer technologies to deepen our spiritual and community life. Committee members will work together to decide what activities may best assist community members to adopt uses of computer technologies that could deepen the spiritual life of the Meeting. Such activities may include:

- In consultation with the Recorder, Newsletter Committee, Database Keeper, Library Committee, and others, determine how to enhance and maintain relevant meeting documents and archival materials. Archival materials may include writings on Quaker history and spirituality, the annual meeting calendar, newsletters, State of the Meeting reports, documents distributed at meeting for business, and minutes of meetings for business. The Committee will work particularly closely with the Meeting's Recorder, because several of these electronic files will be official second copies of the Meeting's historical records, and the Recorder will be concerned that these documents are stored appropriately.

- Help Friends learn how to access electronic documents and archives.

- Consider ways to make web groups more useful and easier to use.
- Provide basic information about connecting to web groups, sending email messages to groups, and controlling the frequency of email delivery.
- Be available to teach and consult with others about use of Strawberry Creek Meeting computer and software tools.
 - Publicize the Strawberry Creek Meeting web pages, web groups, and related Internet resources via the newsletter, bulletin boards, and periodic verbal announcements.
- Make electronic information, such as web pages, content postings, email discussions, applications, and announcements, available to meeting members who lack computer access and want to have such information via printed materials and summaries.
- Report to Meeting for Business about how our Meeting and its committees are using computers and how those uses enhance or detract from the life of the Meeting.
- Review web site content to make sure that it is presented in a manner that accurately reflects the Meeting, is useful to readers, and is suitable for electronic media.
- Communicate and implement Meeting policies regarding how Strawberry Creek's electronic tools are used, overseen, and moderated.
- Develop and oversee rigorous privacy and security policies.

V. Committee Records

The Committee will maintain a set of records that include its job description, calendar of activities, reports to Business Meeting, and other materials as needed.

VI. History

Electronic Communication and Resources was originally created as a subcommittee under the care of Oversight Committee.

The subcommittee's job description was presented at business meeting on 5-9-04.

The current committee's job description was updated on 3-12-06.