

Unitarian Fellowship of Lawrence Charter of the External Communications Team

1. Purpose

The responsibility of the External Communications Team (ECT) is to see that the Fellowship and its events are appropriately communicated and represented to the wider community, always consistent with the UFL mission and principles. This would include, for example, submissions to, and material appearing in, the Lawrence Journal World, local radio and TV programs, local advertising media, state and national organizations, etc. A long-term goal is to raise the visibility of the Fellowship and its mission, principles, and activities.

2. Program Area

Social Justice and Communications.

3. Membership

ECT members are volunteers drawn from the membership of the Fellowship. However, individuals with prior experience in the broader community and experience in public relations broadly defined are especially encouraged to join the Team. The minister and the UFL Office Administrator serve as advisory, non-voting members. No specific size limit is proposed. ECT meetings are considered open and others are welcome to attend and support the ECT's activities.

4. Team Leaders

The ECT Leader is to be elected by members in consultation with Program Council Area Coordinator. The Team Leader will serve in that role for two years. This team will elect an Assistant Team Leader who will serve in that role for one year. The aim is to develop a cadre of experienced team members to take on the role of Team Leader. The expectation is that those who serve as Team Leader and Assistant Team Leader for the External Communications Team will participate in the UFL Leadership Development seminars.

5. Activities, Duties, and Responsibilities

The ECT presents information to the larger community about the Fellowship's activities, missions, and goals. As well, UFL communications with outside entities are reviewed by the ECT to affirm that they reflect the Fellowship's principles and missions.

6. Authority Delegated or Retained

The Executive Board delegates to the ECT authority to present to the larger community information about the Fellowship's goals, missions, and activities. The Board also confers upon the ECT the responsibility of reviewing proposed statements

by individual members that may violate the Fellowship's status as a non-profit organization or that inappropriately claim to speak for the Fellowship by endorsing political candidates or advocating positions opposed to the UU's Seven Principles. In such cases, the Board retains the authority to hear appeals by members of the ECT's actions. The ECT leader has the authority to sign vouchers for the team.

Team Procedures

1. The External Communications Team shall meet at least once during the first quarter of the Fellowship year to approve a written plan to be communicated to the Program Council that is consistent with its charter and supports the mission, vision and goals of the Fellowship.

2. Each spring when the budget is being developed for the next fiscal year, the External Communications Team submits its request through the Social Justice and Communication Coordinator of the Program Council. The External Communication Team retains the right to appeal budget decisions.

3. The External Communications Team prepares an annual report to the Congregation and submits its report through the Program Council.

4. In connection with preparation of its annual report, the External Communications Team assesses its activities and charter and provides any recommendations to the Program Council.

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Date this charter was approved by the External Communications Team: October 31, 2012

Date this charter was reviewed and approved by the Program Council: November 1, 2012

Date this charter was approved by the Executive Board: November 5, 2012