

## Communications and Technology Committee Job Description

Logistics:

Last Reviewed 8/15

Nominated Committee? No ; Nominated by? NA Length of term NA  
# on committee NA Need to be MMM member? No

Day and time of Meetings: 3rd Sundays after the rise of Meeting – 12:45p

Mission and Purpose:

The Communications and Technology Committee is responsible for computer technology and internet resources of the Meeting, including the Meeting's web site, email lists, database and related computer resources. The Committee also oversees the Meeting's audio-visual equipment used for presentations and events.

Guiding principles:

The belief that "the Divine Spirit/Inner Light/God is in every one" is the fundamental basis of Quakerism which has led to the belief that there is an opportunity and obligation for each to seek Divine Guidance both individually and corporately in worship. This leads to a dependence not on creed or doctrine, but on the Living Spirit.

This belief leads Quakerism to be a Living Religion that adapts to changes in society and culture, such as technological developments, while remaining true to the Divine Spirit. Thus we strive to make use of current technologies in a manner that enhances our spiritual growth and the ability to live the Quaker testimonies.

Duties and Responsibilities:

- Provides assistance to the Web Clerk in carrying out his/her duties. The Web Clerk is a member of the CaT Committee.
- Reviews current computer, web site, and Internet communications issues, including whether the publicly accessible web documents are up to date and adequately represent MMM.
- Works closely with the Meeting committees and clerks in the use of computer technologies to assist in carrying out their mission.
- In consultation with the relevant Committees and clerks, determines how to enhance and maintain relevant meeting documents and archival materials. Archival materials may include writings on Quaker history and spirituality, event listings, newsletters, State of the Meeting reports, public minutes, documents distributed at meeting for business, and minutes of meetings for business or committees.
- Provides basic information about accessing and using the Meeting Website and about our available technology tools and how to use them.
- Works with members of committees to empower them to use the committee functions of the Meeting website.
- Insures that electronic information, such as web pages, content postings, email discussions, applications, and announcements, are available to meeting members who lack computer access.
- Reports and bring concerns to the business meeting as needed. Responds to concerns brought to the committee that arise from business meeting.
- Forms, communicates and implements the Meeting's policies regarding how electronic tools are used and moderated including privacy and security policies.
- Provides support to the Web Clerk with her/his duties to monitor Meeting web groups and email lists and enforce policies for appropriate use, including who is appropriate to join and participate in Meeting web groups and email lists. Initiates appropriate action in situations of improper use that may include removing or banning a participant.

Specific duties for committee's members:

- Periodically review the website and bring concerns to the Web Clerk.
- Monitor MMM email list for inappropriate use and report concerns to the Web Clerk.
- Members with appropriate skills help Friends to access electronic documents and archives.
- Members with appropriate skills help Friends and Meeting Committees and clerks to be able to use our technology tools.
- In consultation with the Web Clerk members with appropriate skills could take responsibility for maintaining portions of the Website.
- Encourage members with appropriate skills to learn to use the MMM audio-visual equipment so they can assist Friends during events and meetings.

Convener responsibilities other than above:

. (not necessarily, but the Web Clerk is a member of the CaT Committee)

- Prepare and send out the agenda and meeting reminders and clerk meetings of the CaT Committee. Communicate with our Caretakers about reserving Meeting Space if needed.
- Arrange for someone to take notes at each committee meeting and to record decisions and keep archives of the committee work as needed.
- Communicate with CaT committee, as needed, between meetings.
- Monitor the CaT program budget.
- Provide CaT reports to Meeting for Business as needed.

Notes to nominating committee:

For some aspects of the committee work technology skills are very helpful, but there are also content issues that do not require such skills. People without a technology focus are needed to provide feedback and perspective on the committee's work, much of which involves best practices for using technology tools but not the actual technical aspects.