

Newsletter Committee

Logistics:

Last Reviewed 6/18

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

Day and time of Meetings: In general, no meetings. Communication is by phone or email.

Mission and Purpose: The newsletter serves to inform, inspire, and connect the Meeting community. It also serves as a record of Meeting for Business minutes, minutes of Called Meetings, and Meeting decisions.

Guiding principles: Ensure that newsletter reflects Quaker values and testimonies.

Duties and Responsibilities: Production and distribution of monthly newsletter.

Specific duties for committee's members:

Production: The editor is responsible for editing and producing the newsletter every month, for electronic distribution, and for posting on the Meeting website. The proofreaders review the newsletter for accuracy, grammar, and appropriateness of content.

Distribution: One person maintains the paper and electronic mailing lists. Another person distributes the paper copies, which includes picking up the newsletter from the printer.

Convener responsibilities other than above: The editor serves as the convener if a face-to-face meeting is necessary.

Notes to nominating committee: "Reporters" and photographers are always welcome.