

## **5.2.6 Communications**

### **5.2.6.1 Membership** *(Not quite sure about this entry here – remove?)*

#### **5.2.6.1 Task Areas & Descriptions** *(Change number based on removal of previous heading)*

1. Attend and actively participate in Board Meetings.
2. Participate in Emmaus community gatherings.
3. Be actively involved in a reunion group.
4. Lead a team to maintain Northern Colorado Emmaus Community Web Page.
  - a. *Periodically review web page for content, functionality, and effectiveness as appropriate.*
  - b. *Review and approve or reject requests for links to be placed on NCEC web page.*
    - i. *Criteria*
      1. *Content should be of Emmaus specific nature.*
      2. *Content should be of a benefit to entire NCEC community.*
      3. *Requests will be reviewed on an individual basis per link request.*
5. Serve as Webmaster for the community – or designate a webmaster.

#### 6. Newsletter

- a. Lead the Newsletter Committee.
  - i. Lead a Newsletter team to assist in preparing and publishing the Northern Colorado Emmaus Community newsletter "Northern Lights".
  - ii. Report to General Board.
- b. To gather articles for the newsletter, solicit articles from:
  - i. A Designated Northern Colorado Emmaus Board member for a message to the Community.
  - ii. Prison Ministries Representative
  - iii. Chrysalis Representative
  - iii. Articles from Upper Room Emmaus or other Emmaus communities that may be of interest to the Northern Colorado Emmaus Community.
- c. Assist contributors in problem solving and other guidance.
  - i. Newsletter deadlines, format, content, etc.
- d. Review newsletter articles for:
  - i. Articles Required to be published
  - ii. Article content is consistent with the Spirit of Emmaus.
- e. Publish and distribute the newsletter to the Community.
- f. *Prepare, publish and distribute special communications, flyers, etc., for the Community as needed.*
- g. *Perform an annual review of responsible task areas and descriptions for possible update or modification.*