

UUFH
Shared Ministry Position Description

Position Title: MAP Committee Member

Cluster: Communications

Purpose of Position/Description:

Promote awareness in larger community of UUFH and Unitarian Universalism in general.

Responsibilities:

1. Create marketing and public relations approaches for UUFH
2. Design, plan and execute special PR events
3. Create press releases, flyers, brochures, etc. for all relevant Fellowship events
4. Create consistent branding for UUFH

When is this ministry performed/Amount of time required:

1. Meetings on an “as needed” basis
2. Consistent email/e-conference/phone communication
3. Approximately 1-3 hours per week, depending on situation and assistance

Qualifications:

1. Understanding of the nature and function of public relations and marketing as it applies to UUFH
2. Good people skills
3. Good critical/verbal/visual skills
4. Some computer proficiency

Responsible To:

MAP Chair, Cluster Coordinator

Training Provided:

On-the-job training with consult of Cluster Coordinator, various fellowship professionals and the MAP chair

Support Provided:

Cluster Coordinator, Fellowship budget, Fellowship Vice-President, Minister, professionals (among Fellowship general membership), Cluster Coordinating Council

Board-Appointed?

No

Length of Commitment (or Term if Board-Appointed):

1 year (renewable)

Note: In order to ensure effective succession planning, included herein is the responsibility to have a “trainee” in line for this position who is mentored in the role and to participate in recruiting successors, as necessary.

Benefits:

Satisfaction in benefiting the entire Fellowship community by being integral to the Fellowship’s overall success – increasing its visibility, enhancing its image, attracting new membership and clarifying its identity

Prepared by:

Approved by BOT on: [date]