



San Joaquin Chapter 6, CA



Chapter 6: Communications Media and Outreach Committee

I. Purpose

The Communication Media Committee (SMC) oversees all Communication media as well as the website for the Knights of Columbus SJC Chapter 6. The SMC maintains and actively participate in all Communication media activity to inform our Chapter member through all forms of communication such as KC EPCS App. The purpose of the Media Committee is:

- A. Effectively and efficiently promote CHAPTER 6 efforts, members, and relevant community faith information promptly.
- B. Assess Communication media engagement on a weekly if not daily basis and comment on topics that affirm the values of the Knight of Columbus.
- C. Actively solicit Communication media content from CHAPTER 6, State, and Supreme.
- D. Curate, schedule, and formally post communications media content on appropriate communication media channels.

II. Committee

The Communication Media Committee is composed of Five to Seven members:

- A. Chair/Communication Media Manager – and Assistant Chair- The Chair/Communication Media Manager shall be appointed by the CHAPTER 6 President with the approval of the Chapter Officers. The Chair/Communication Media Manager will serve a two-year term.
- B. SM Members - Three members shall be appointed by the SMC Chair in consultation with the CHAPTER 6 President and Officers.
- C. The makeup of the Committee: Three (3) members, members must be active within their Council; and must be comfortable with technology

III. Committee Officers and Duties

1. General
 - Maintain and keep current Communication media information on KC EPCS, and other forms of communication.

- Information post for Chapter, District, and Council events.
- Collaborate with Councils throughout the Chapter to engage members using KC EPCS and ensure information is disseminated promptly
- Assure content with KC EPCS holds to the KOFC Values
- Willingness to seek out and post interesting and accurate information as well as learn about the chapter members' interests and needs and respond to them promptly and accurately manner.
- Ability to delegate and oversee tasks assigned to committee members
- Post new information discussion questions, etc. at least once a week if not more often.

IV. Time Commitment

The time commitment is approximately 1-2 hours per week.

V. Vacancy & Succession

A vacancy may be filled by appointment by the Chapter President with the approval of two (2) Chapter Officers at any Board, Chapter, or special meeting.

VI. Removal from Service

The Communication Media Committee Chair shall automatically be disqualified to serve if dues for the current year are not paid; the individual holds an office, directorship, or chairship concurrently in another massage organization where there may be a conflict of interest with the Chapter or for failure to perform required duties.

An officer may be removed from office for failure to:

- Fulfill her/his duties and responsibilities (dereliction of duties).
- Abide by the Chapter 6 Bylaws, Policy, Job Description, Code of Ethics, Chapter Volunteer Code of Conduct, Chapter Standing Rules, Policies, Chapter Rules of Engagement, and Financial Policies and Procedures.
- Keep membership dues current

VII. Authority

This position functions as prescribed by the Chapter Board and has no general authority to act on behalf of Chapter 6 or to commit to Chapter funds beyond the amount allocated in the Chapter budget.

VIII. Accountability

The Communication Media Committee Chair is accountable to the Chapter Board by appointment and reports to the Chapter President, designated supervising Vice President, or Chapter Officer.

The Communication Media Chair agrees to uphold and abide by Chapter 6 Bylaws, Policy, Chapter Volunteer Code of Conduct, Chapter Rules of Engagement, Chapter Standing Rules, and Financial Policies & Procedures