

Friargate Information and Communications Group

Draft Terms of Reference

Purpose: The Committee's purpose is maintain oversight and guide the use of information, materials and relevant technology in support of the development of the spiritual life of the Meeting and outreach resources for those seeking to know more about Quakers.

Scope: This includes - Website, Books, Library, Books for Sale, Display of information in the building, leaflets, QuakeVine and the use of social media.

Membership: the Librarian, website manager, QV editor, a staff representative, an Elder, an Overseer. Additionally others with an interest in information technology, social media and information use could be co-opted.

Frequency and convening: The Working Group should meet at least 4 times per year. The Group should appoint a convener from amongst its members.

Links to other Committees/ Groups:

Elders and Overseers to be included in the Group;
Regular consultation with Children and Young People Committee

Budget:

At present financial provision via the library budget.

Reporting:

Minutes to be taken; Occasional report to LM.