

4. COMMUNICATIONS COMMITTEE

4-1: Bulletin Boards

1. Responsibility Centre: Communications Committee

2. Rationale or Purpose

Bulletin Boards are used by several groups and Committees to communicate activities within BCUC. To ensure that space is appropriate and available to all groups requiring this communication opportunity, a central mechanism is desirable for the allocation of bulletin board space.

3. Policy Statement

The Communications Committee is responsible for assigning bulletin board space for committee and project use.

4. Scope

This policy applies to all those who use bulletin boards in BCUC.

5. Procedures

Those requiring the use of a bulletin board should make a request to the Communications Committee.

The Communications Committee will allocate an appropriate space for the use of the requestor.

Communications will consult with Property Management and any Committee affected by the allocation.

6. Roles/Responsibilities

The Communication Committee is responsible for identifying and allocating a suitable space for the requested bulletin board, and for installing the bulletin board.

The requestor is responsible for:

- posting appropriate content on the bulletin board,
- keeping the information current, and
- maintaining the appearance of the bulletin board in a neat and tidy fashion

7. Definitions

8. References

- a) *BCUC Handbook*, Terms of Reference for Communications Committee:

The Committee... 7. allocates space for committees to post relevant information regarding its activities and provides material resources if required.

9. Approval authority: Church Council

10. Approved: December 1994

Revised: October 2008