

Draft: February, 2009

4-3: Outdoor Electronic Sign

1.Responsibility Centre: [Responsibility for BCUC's Outdoor Electronic Sign](#)

2. Rationale or Purpose

The rationale or purpose statement expresses “why” the policy is being written. The rationale or purpose may also contain or cross-reference “background” materials or more explanatory details regarding various factors that led to the development of the policy.

Several of BCUC's Standing Committees share various areas of responsibility for the outdoor electronic sign. To avoid misunderstandings, it is advisable to have these responsibilities clearly delineated and agreed upon.

3. Policy Statement

The policy statement should be a concise statement of “what” the policy is intended to accomplish. The policy should only be a one or two sentence description of general organization intent with respect to the specific topic of the policy. The policy statement should be general enough to provide some flexibility and accommodation to periodic changes in technology.

Responsibility for the BCUC outdoor sign will be shared as follows:

- Property Management Committee provides for the upkeep of the board and local area to provide access.
- Communications supplies the characters to put on the board.
- Worship is responsible for the content of the message displayed by the Church sign, **and for ensuring that the messages are posted and changed in a timely manner.**
- the committee wanting to post a message is responsible for putting it up and taking it down.

Position of Communications Committee - If space is insufficient to have all requested messages posted, the Chair of Ccommunications will use a selection priority list to decide which messages are posted after consultation with those involved.

4. Scope

The scope of the policy can set important parameters such as to whom will the policy apply (e.g., staff, Committee members, all BCUC members) and to what (e.g., paper and electronic records, information and computer assets, etc.)

This policy applies to everyone who wishes to use the BCUC outdoor sign.

5.Procedures

The procedures will detail “how” the policy statement will be attained. Procedures may also describe “enforcement” provisions or methods for appeal. Procedures are sometimes provided in a separate document or left for local determination to provide greater flexibility for updates as well as local control.

[\[This section will require further elaboration](#) to clearly lay out the procedure for using the sign - who to contact, who gives approval, how consultation among the affected Committees takes place, etc.]

First point of contact regarding the use of the sign will be with the Chairperson of the Communications Committee.

This policy shall not be amended without consultation among the three Standing Committees who have areas of responsibility respecting the sign.

6.Roles/Responsibilities

The procedures may contain details about who is responsible for what. The policy should also identify who is responsible for maintaining and promoting the policy, and who will provide interpretations in the event of the need for clarification or when there is a dispute.

As for all situations where more than one Committee is involved, changes in this policy shall be taken to Church Council for discussion and decision.

The lead Committee for this policy is the Communications Committee. [to be discussed]

7.Definitions

Policies should be precise and easy to understand. Some times terms will need to be defined to clarify meaning. However, the policy should attempt to convey messages in simple yet precise terms; excessive definitions may make a policy document unreadable or subject it to greater scrutiny.

8. References:

It is possible that there are other policies or organizational documents that complement, supplement, or help explain the provisions contained within the current policy. References to other policies or organizational documents (e.g. BCUC Handbook, UCC Manual) can improve the usefulness of the policy.

BCUC Handbook, Terms of Reference for Standing Committees:

p. 17 Worship - item 9: The Committee...is responsible for the content of the message displayed by the Church sign

p. 20 Communication - item 7: The Committee...allocates space for committees to post relevant information regarding its activities and provides material resources if required

p. 21 Property Management - item 7: The Committee ... maintains, repairs and replaces all furniture and other assets with the exception of those that are the responsibility of other committees or groups

9. Approval authority: Church Council

10. Draft: February, 2009

Reviewed:

Approved:

Replaces: