

# UOB Communication Plan

HOW WE COMMUNICATE											
	Bulletin Board	Breeze	e-mail	Membership Meeting	Newsletter (e-bulletin)	Q&As	USPS Mail	Website (Our Governance)	Website (UOB)	Sunday SVC - Announce	Sunday Svc - Flyer
WHAT WE COMMUNICATE	Board Meeting Minutes	Front Bulletin Board & archive in Library Board Book			pdf link - 3-4 weeks after meeting			Current & Archive			
	Board Meeting Times	Event Calendar, updated as needed			Week prior to the meeting	If changes				verbal	in bulletin
	Policy Communications							Link to documents			
	Committee & Team Charters							Link to documents			
	Community Events (fundraising, fairs, etc.)	Flyer on Bulletin Board	On Breeze calendar		at least 3 weeks in advance				events page, breeze calendar, main page	Verbal	in bulletin and/or flyer
	Educational Offerings	Via posted flyers			at least 3 weeks in advance				under events and classes and workshops	verbal	in bulletin and/or flyer
	Financial report - Full		elctronic - protected access	To board members	Handout						
	Financial Report - Icon level				updated last week of the month						in bullein
	Financial Report - Streamlined	Front Bulletin Board		In Board Meeting							
	Governance Documents			Changes				Policy Manual section XX			
	Membership Nominations						2 weeks prior to annual meeting				
	Q&A Handout					During Q&A			During Q&A		
	Sunday Message Plan		in every Sunday Service in calendar		Weekly				in events and in calendar		bulletin - At service, covers a series

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Vision, Mission, Values								Under "About Us"			in bulletin
Visitor Information			Verbal						Under "I'm new"	Verbal	Packet - Available in Atrium
Volunteer assignments		Under "events"	email to volunteers weekly								