

*DUCC WEBSITE EDITORIAL COMMITTEE
JOB DESCRIPTION*

**As of
10.2008**

The DUCC website is dedicated to sharing the story of diaconal ministry and offers a unique opportunity to folk wishing to volunteer in the diaconal community without leaving home. Together with the minder of the website and with the support of the Communications Cluster, the Website Editorial Committee will continue in the ongoing creation of a dynamic and informative web site.

Membership:

- Two members

Term:

- Two years, renewable twice (to coincide with the national gathering of DUCC when possible)

Required:

- Creative writing skills
- Some familiarity with (but not necessarily technical skills for) websites and what makes them accessible and fun.
- Familiarity with the culture of diaconal ministry and DUCC
- Access to email

Tasks:

*DUCC WEBSITE EDITORIAL COMMITTEE
JOB DESCRIPTION*

**As of
10.2008**

- Develop a vision for the DUCC website, imagining ways to enhance its role in strengthening and supporting DUCC
- Create and undertake a plan for work on developing the site
- Prepare an editorial policy for the website and review, as necessary
- Liaise with the web minder and provide support as necessary
- Consult with the web minder re overall site design
- Approve site content and give direction to the web minder for posting
- Solicit and prepare written copy and pictures for the site
- Insure new material is posted including reports from gatherings, update on upcoming events and information from DUCC committees and groups
- Monitor the site for accuracy and currency