

Charter of Ministry Communications Improvement Committee

The Ministry Communications Improvement Committee is a Committee of the Kairos International Council in accordance with the International Council Operating Procedures.

(1) Scope of Responsibilities: The purpose of this committee is to assess ministry internal communications, study potential improvements, advocate for new communications capabilities, and provide a resource to the Chief Executive Officer, Board of Directors, and International Council. This Committee provides a focal point for integrated effort to improve internal communications and tools.

(2) Committee tasks:

- (a) Develop strategies for improving ministry communications between stakeholders. Specifically, seek solutions to problems of failures to transmit information to all those needing it (including free flow of information to Advisory Councils, teams and volunteers).
- (b) Serve as resource to the Chief Executive Officer, Board of Directors and International Council by providing technical guidance and technology assessments for communications technology.
- (c) Serve as resource to the Chief Executive Officer, Board of Directors and International Council by authoring policy and procedural guidance as directed to fulfill the Kairos Vision, Mission, Core Values and Statement of Faith.
- (d) Review existing Kairos Prison Ministry International, Inc. policy and procedures, International Council procedures and KPMI Board of Directors policy in order to make recommendations for simplifying, correcting, and updating policy and procedural guidance

(3) Committee Procedures:

- (a) The Co-Chair of this Committee shall be appointed by the President of the International Council in consultation with the Chief Executive Officer, Ex-Officio, non-voting members of the committee include the International Council President.
- (b) This Committee shall have up to 13 members, including the Co-Chair. The members will be appointed by the International Council President and CEO, with input from the Committee Chair. At least three Committee members must be serving on the International Council.
- (c) A roster of members will be maintained by the Committee Co-Chair and provided to the IC Secretary and Chief Executive Officer no later than 3 weeks after assuming duties and as changes occur.
- (d) Committee meetings will be open to all Kairos volunteers.
- (e) A decision to bring a matter before the International Council or the Board for consideration shall be the result of a majority vote of the voting membership of the committee.
- (f) Minutes of meetings of this committee shall be submitted to the International Council Secretary who will forward the minutes to KPMI and the Secretary of the Board of Directors.