

## **Suggested Job Description REPRESENTATIVE TO THE YEARLY MEETING**

### **Qualifications:**

The Representative should be an active participant of the Monthly Meeting, able to participate in the Annual Gathering of the Yearly Meeting and Representative Committee Meeting in March of each year. Familiarity with, or prior attendance at, the Annual Gathering is helpful. Access to e-mail is useful.

### **Job Description:**

Representation of the Monthly Meeting at Representative Committee Meetings and at the Annual Gathering of the Yearly Meeting by bringing to the Yearly Meeting concerns from the Monthly Meeting and by reporting back on actions and concerns of the Yearly Meeting, so that the Monthly Meeting is informed and included in the life of the Yearly Meeting. The Representative and Observer appointed by the Monthly Meeting should be provided with a copy of the Proposal for Revitalizing the Yearly Meeting (June 2010). Each Monthly Meeting shall appoint one Representative and one Observer for a three year renewable term.

### **Tasks:**

The Representative is expected to:

- Represent the experience, concerns, and needs of the Monthly Meeting in the gatherings of Pacific Yearly Meeting's Representative Committee Meetings and the Annual Gathering.
- Participate in seasoning and decision-making of the Representative Committee and the Annual Gathering.
- Carry the business and communications of PYM back to the Monthly Meeting for its consideration, involvement and action.
- Educate the Monthly Meeting on the workings and the purposes of the Yearly Meeting.
- Encourage participation of Monthly Meeting members and attenders in the Yearly Meeting and help facilitate their attendance by assisting with transportation and scholarship needs.
- Remain informed about and engaged in the life of both the Monthly Meeting and the Yearly Meeting.

### **Expectations and Timelines:**

Representatives and Observers are responsible for attending the two-day Representative Committee gathering in March, and Representative Committee Meeting(s) at the Annual Gathering (5 days) during the summer. Time during the year must be scheduled to meet with members of the Monthly Meeting to carry out the information gathering and sharing activities described above. Travel costs to the Representative for attending Representative Committee Meetings is reimbursed by the YM.

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