

## **Job Description Representative Support Subcommittee of Ministry and Oversight Committee, Pacific Yearly Meeting**

### **Purpose:**

To give guidance and support to monthly meeting representatives to help them be more effective in their role of representing their monthly meeting and serving as a liaison to Yearly Meeting and Representative Committee.

### **Qualifications:**

Members of the Representative Support Subcommittee should be active participants in the Yearly Meeting and their Monthly Meetings, with familiarity with and the ability to participate in the Annual Gathering of the Yearly Meeting. They should have experience with the Meeting for Worship on the Occasion of Business in the Monthly Meeting and the Yearly Meeting. They should be familiar with the duties, expectations, and time lines for the REPRESENTATIVE TO THE YEARLY MEETING. They should have access to email and familiarity with electronic communication. It would be desirable for members of this subcommittee to have served as Meeting Representatives.

### **Length of Service:**

Members of the Representative Support subcommittee will be invited to serve for a two-year renewable term.

### **Tasks and Responsibilities:**

The Representative Support Committee is expected to review the Representative to Yearly Meeting job description with Monthly Meeting Representatives and identify areas in which the Representatives may need support for their role in supporting communication between their Monthly Meetings and the Yearly Meeting, as well as participation in the Yearly Meeting. These may include:

#### *1) Assisting Representatives to best represent their Monthly Meetings*

- ▲ Assist the Monthly Meeting Representatives in understanding the processes and procedures for bringing actions and concerns from the Monthly Meetings to the Representative Committee or Annual Gathering of the Yearly Meeting;
- ▲ Assist the Representatives in ways of educating the Monthly Meeting on the workings and purposes of the Yearly Meeting;
- ▲ Encourage Representatives to make every effort to attend Representative Committee and Annual Gathering so that Monthly Meetings are represented in the seasoning and decision making processes;
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of Ministry and Oversight Committee, Pacific Yearly Meeting (continued)**

- ▲ Assist the Representatives in presenting the concerns of their Monthly Meetings at the Representative Committee Meeting and at the Annual Gathering of the Yearly Meeting.
- ▲ Gather the input from Monthly Meetings from Representatives who are not able to attend Representative Committee or the Annual Gathering.

*2) Assisting Representatives to bring information and items for discernment and seasoning from the Yearly Meeting to the Monthly Meeting*

- ▲ Work with the Representatives to find ways of involving their Monthly Meetings in PYM business that requires Monthly Meeting consideration, involvement, and action.
- ▲ Assist Monthly Meeting Representatives in prioritizing and presenting reports of actions and concerns of the Yearly Meeting to their Monthly Meetings
- ▲ Assist the Representatives in the use of Pacific Yearly Meeting's website, and ways in which they might encourage their Monthly Meetings to use that website;

*3) Encourage participation in the Yearly Meeting*

- ▲ Ensure that the Representatives know the time lines and criteria for applying for scholarships, a resource for transportation options, and how to register for the Annual Gathering;
- ▲ Reach out and encourage participation from Meetings who do not regularly participate in the Yearly Meeting.

**Expectations and Timelines:**

The Representative Support Subcommittee will assist the Yearly Meeting Clerk in providing at least one orientation session for Representatives during each Annual Gathering. Following the Annual Gathering, the Subcommittee members will work with the Assistant Clerk to identify the Representatives from each Monthly Meeting and Worship group and establish or refine an email network. The Subcommittee may choose to arrange a training for Representatives at some time during the year. Subcommittee members will contact Representatives at least twice per year, the first time between the Annual Gathering and Representative Committee, and the second time between Representative Committee and the following Annual Gathering.