

Officers of Pacific Yearly Meeting

PRESIDING CLERK

Qualifications

The Presiding Clerk of PYM should be a "weighty Friend", spiritually grounded, able to preside over a large group, and be a team player who can work easily with others. Good institutional memory of PYM is desirable. He/she must be a member of a constituent Monthly Meeting. Familiarity with *Faith and Practice* and other Quaker literature is needed.

The Clerk should be able to comprehend readily, evaluate rightly, and state clearly the item of business or concern, and to discern the sense of the Meeting. The Clerk is finally responsible for the minutes that reflect that sense.

The Clerk should be able and willing to make decisions on behalf of Yearly Meeting, when immediate action is required, at times when an appropriate committee is not available to consult.

Job Description

The clerk bears chief responsibility for the work of the Yearly Meeting and for the plenary sessions. He/she prepares the agenda and sets the time and place for items, sensing the importance or urgency of the items. The clerk coordinates the work of the Yearly Meeting, and coordinates business between Monthly and Quarterly Meetings and PYM.

He/she bears responsibility for the minutes prepared with the help of the Recording Clerk. The Clerk keeps close to the work of the committees, and attends all meetings of Ministry and Oversight Committee. The Clerk is an ex-officio member of all the committees of Yearly Meeting. There is much preparation work, especially between Representative Committee meeting and the annual session.

The term of office is one year, with annual appointment; however, clerks are often asked to serve for three such terms. It is assumed that in accepting appointment as Presiding Clerk, that person would envisage being able to serve more than one term if asked.

Tasks

- Presides at plenary sessions and Representative Committee sessions
- Prepares the agenda for plenary sessions
- Sets the time and place for items on the agenda, sensing the importance and/or urgency of the items.
- Oversees the Minutes of the plenary sessions (usually drafted by the Recording Clerk but are the final responsibility of the presiding Clerk)
- Follows through on notification of assignments ensuring that the instructions of the Yearly Meeting are carried out.
- Signs all official papers and minutes
- Sees that representatives to PYM from each Monthly Meeting are appointed
- Forwards the PYM Epistle to Yearly Meetings throughout the world
- Receives minutes from Monthly and Quarterly Meetings and forwards them to appropriate Yearly Meeting committees.

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ASSISTANT TO THE CLERK

The Assistant to the Clerk helps the Presiding Clerk with practical arrangements for conducting the business of the Yearly meeting. The Assistant Clerk must be a Friend, with experience in the working of the Yearly Meeting. Good institutional memory is helpful. The term of office is one year.

Tasks

- Coordinates documents to be mailed in advance
- Schedules Interest and Sharing Groups
- Schedules Community Night and other events
- Makes routine announcements at plenary sessions
- Plans final evaluation forms
- Conducts Clerks' and officers' evaluation of Yearly Meeting session at end of gathering
- Assists secretariat with practical arrangements or needs

Officers of Pacific Yearly Meeting

ARRANGEMENTS CLERKS /ARRANGEMENTS COMMITTEE

The Arrangements clerks have major responsibility for the physical right holding of Yearly Meeting. The Arrangement committee works under the direction of the Arrangements clerks.

Two persons are appointed to do the work of Arrangements, one appointed each year for a two-year overlapping term. The most recently appointed person serves as assistant Arrangements clerk the first year and serves as clerk the second year. Only basic computer skills are needed. It is desirable to have physically fit people on Arrangements committee because of the physical demands of the work during the annual session.

Expenses for clerks beyond the annual session do not exceed approximately \$50.

Job Description

The Arrangements clerk has responsibility for all preparations and operations of support services necessary for holding the annual yearly meeting. The clerk must work in cooperation with the Registrar. They must be in communication with the clerks of Young Friends and JYM for their special space needs.

The clerk names (with the help of Nominating Committee) and convenes the Arrangements committee, and assigns responsibilities to members of the committee. These members serve through the close of annual session. The clerks and the committee together assure the smooth operation of the annual gathering. Committee meetings are held in the spring prior to the annual session. The Arrangements clerks must attend Representative Committee.

Tasks Of Clerks And Committee

- Negotiate a contract with the managers of the site where the annual session will be held, in consultation with the Presiding Clerk, Treasurer, and Clerk of Site Committee
- Determine the use of various facilities at the site in consultation with the Presiding Clerk
- Allot and reserve space for small groups, other events, displays
- Provide, set up, and manage all necessary equipment including AV, chairs, tables, easels, chalkboard/whiteboard, canopies, copiers, computers, etc. for the plenaries, committees, interest/affinity groups, special events, and Children Program
- Provide informational signs and posters to assist attenders to find their way to the various groups, events, assigned rooms or camping spaces, etc.
- Post information about any changes in locations, times, events
- Negotiate with site management what equipment belonging to site can be used
- Arrange transportation to and/or from airport, train, bus
- Provide a bulletin board toward the end of the session to facilitate arranging of car-pooling home
- Arrange for book and craft sales with AFSC bookstore
- Coordinate special needs of mobility, etc.
- Negotiate with food services at site for PYM service work to offset part of cost
- Arrange for a system of communication between site staff and critical PYM personnel
- Maintain liaison with management and food services at the site for good working relationships. Help coordinate the work of PYM Special Needs persons with the site facility's kitchen staff
- Arrange for dismantling of all PYM equipment and for places to store it until the following year

Additional Work Involved

- Clerks make ten to fifteen phone calls and write ten to fifteen e-mails during the year
- During PYM session clerks and committee members meet several times per day, and clerks meet with Presiding Clerk on a daily basis

Officers of Pacific Yearly Meeting

HISTORIAN-ARCHIVIST

The Historian-Archivist is responsible for the accumulation and preservation of the historical records of Pacific Yearly Meeting and its predecessor the Pacific Coast Association of Friends. The records are maintained at Whittier College Library, Whittier, CA in a room set aside for this purpose.

This person is appointed for a three-year term. He/she serves on the Discipline Committee ex officio.

Tasks

- Gathers, organizes, and preserves materials relating to the development and history of Pacific Yearly Meeting, and Pacific Coast Association of Friends.
- Works with the Recording Clerks to maintain an index to the minutes of PYM
- Aids officers and committees of Representative Committee
- May put out materials helpful to Monthly Meetings in knowing how to preserve their records

Officers of Pacific Yearly Meeting

READING CLERK

The Reading Clerk reads Epistles sent to the Yearly Meeting. The Reading Clerk makes a selection among them to read to the plenary sessions, some in their entirety, but often just excerpted sections.

The Reading Clerk should have a clear and pleasant voice and good enunciation. In recent year Reading Clerks have been chosen from among Young Friends and alternately from among older Friends who have given long service to the Yearly Meeting.

The term of office is one year.

Tasks

- Reviews Epistles sent to the Yearly Meeting and chooses some to read or to extract from at plenary sessions.
- Reads other communications as needed

Officers of Pacific Yearly Meeting

RECORDING CLERK

It is the job of the Recording Clerk to transcribe faithfully the proceedings of the plenary sessions of the Yearly Meeting. The Recording Clerk must be able to formulate and put immediately into written form the sense and conclusions of the plenary sessions. A good command of English is desirable, as is knowledge of Quaker process. He/she writes faithful, concise, and accurate records of the minutes of action as discerned and stated by the Presiding Clerk. Where there are necessary minutes of exercise, records the sense of the discussion and important points.

It is indeed helpful for the Recording Clerk to be able to take draft minutes directly onto a computer, or transcribe them on to a computer. (Possession of a laptop computer is a plus.) Minutes should be a distillation of essentials, not "shorthand reporting;" least of all a full account of every discussion.

Accuracy of minutes is ultimately the responsibility of the Presiding Clerk, who, when the matter is in doubt will formulate and state the "sense of the meeting" before moving on to other business.

The term of office is two years overlapping.

Tasks

- Records minutes of action and minutes of exercise during plenary sessions of Yearly Meeting and at Representative Committee business sessions.
- Numbers the minutes of action.
- Reads minutes back to the plenary session attenders for approval and/or modification.
- Sends corrected minutes to the Secretariat.

Officers of Pacific Yearly Meeting

REGISTRARS

The Registrars are responsible for all aspects of registration prior to and at the Yearly Meeting annual gathering. Their work revolves solely around the annual session. They work closely with other officers and committees. It is useful and desirable for them to be computer able.

Two year overlapping terms, one as Assistant Registrar who will become the Registrar the following year.

The Registrar's job consists of three major parts: first, designing registration materials; second, receiving and processing registrations; and third, the on-site registration process. In addition, there are minor follow-up tasks after the session is ended. The duties of the Registrar are extensive and include, but are not limited to, the following:

Tasks

Prior to Yearly Meeting session:

- Participate in the fee setting process:(full-time use, partial-time use). Fees for registration, lodging and meals are approved by Representative Committee on recommendation of Finance Committee, which consults with the Registrars.
- Prepare registration materials including information about map and directions to site, parking areas, rules and regulations of site, campus security, schedule of week's activities, what to bring to site such as towels, list of interest groups, affinity groups and special events, meal ticket arrangements
- Receive registration forms from attenders, record information about each attender's days of attendance, housing and meal preferences, special needs, worship/fellowship group interest, fees and amounts paid, and assign rooms
- Confirm attenders' registrations and send out documents in advance
- Deposit collected fees in bank and account for fees collected to PYM Treasurer
- Provide selected information about attenders to other committees as necessary, for example Children's Program
- Estimate meal and lodging counts for site facility
- Create name badges and meal tickets

At Yearly Meeting session

- Check each person in
- Collect unpaid fees
- Direct persons to assigned housing
- Adjust for any changes since receiving registration form
- Prepare list of Yearly Meeting attenders
- Verify meal counts

After Yearly Meeting session

- Authorize payments by Treasurer of refunds to persons who have overpaid
- Collect outstanding fees from persons who have not paid in full
- Participate in settlement of account with site facility

Officers of Pacific Yearly Meeting

STATISTICAL CLERK

This job consists of assembling annual statistics of deaths, new memberships, and changes of address from constituent Monthly Meetings. It is essential for this clerk be computer skilled, especially at preparing database forms and tables.

The term of office is three years.

Two members of the Ministry and Oversight Committee are named for guidance and counsel to the Statistical Clerk. He/she is an ex officio member of the Finance committee.

Tasks

- Maintain an Access database that contains the clerks of meetings, conveners of worship groups and preparative meetings, meeting representatives to PYM, and meeting observers to PYM. In addition the database includes the PYM officers, PYM committee clerks, and PYM representatives to other organizations.
- Update the list based on the statistical data that the meetings return and from the PYM Nominating Committee report. The e-mail addresses come from the SCQM and CPQM directories. The database includes: person's name, meeting affiliation, address, phone number, and e-mail address.
- Distributes lists to meetings and other Friends' Organizations
- Maintains current forms, files and records of Yearly Meeting, and periodically transfers them to the Historian-Archivist
- Makes a statistical report each year at the annual session of Yearly Meeting
- Prepares and distributes mailing labels
- Makes available to Monthly Meeting's membership "final affairs" form and transfer of membership form

Officers of Pacific Yearly Meeting

TREASURER

The Treasurer is responsible for the financial records of the Yearly Meeting. Facility with numbers and accounting procedures is desirable. Ability to use a computer is necessary.

The term of office is three years, October 1 - September 30, consistent with the fiscal year of the Yearly Meeting. The Treasurer is a member of the Finance Committee and the Holding Corporation ex officio.

Tasks

- Keeps complete records of all income and expenditures
- Receives and holds funds of the Yearly Meeting
- Maintains bank accounts and other accounts such as Certificates of Deposit, money market funds, etc., as appropriate
- Makes authorized disbursements
- Presents interim financial statements to the Yearly Meeting at annual session
- Presents final financial statements for preceding year at Representative Committee meeting in March
- Reimburses committee expenses authorized by committee clerks
- Adds new line items to the budget when they are approved.

ASSISTANT TO THE TREASURER

This is a new role, approved by RepComm in 2003. Assists the Treasurer, although not routinely expected to become Treasurer next.

Current Treasurer thinks she can use assistant to (1) research specific questions, (2) do routine mailings, and (3) manage email inquiries. Assistant can meet with Finance Committee if convenient; Assistant need not be geographically available to Treasurer, will communicate via phone and email.

Committees of the Yearly Meeting

CHILDREN'S PROGRAM COMMITTEE

This committee is responsible for coordinating and operating at the annual session of Yearly Meeting an educational program and activities for infants and children up through the elementary school age. It meets several times during the year in planning for the annual session, and meets frequently during the annual session.

There are six members who serve three-year overlapping terms. Two members are appointed annually. The current and immediate past coordinators are members ex-officio.

Tasks

- Selects, supervises and evaluates program coordinators
- Sets the level of the coordinators stipends
- Reviews and selects educational curriculums, games, toys
- Plans and supervises educational activities and outings
- Selects in consultation with Arrangements Clerk/Committee, facilities and space at the annual session site

Committees of the Yearly Meeting

EAST WEST RELATIONS COMMITTEE

This Committee focuses on nurturing the work of Friends House Moscow, and promoting intercultural interchange in the Eastern bloc area. Friends House Moscow is an initiative of Friends world wide, which seeks to encourage spiritual growth and the development of a civil society while expressing the unique faith and practice of the Religious Society of Friends.

Tasks

- Advises and assists PYM representatives to Friends House Moscow
- Manages funds related to support of Friends House Moscow
- Assists Quaker activities in Russia and related areas as way opens
- Makes a report at PYM annual session

Committees of the Yearly Meeting

DISCIPLINE COMMITTEE

The Discipline Committee concerns itself solely with the book of discipline of Pacific Yearly Meeting, operating between revisions of the book "Faith and Practice". (During a revision of the book of discipline, the committee is augmented by six members who are "permanent" for the duration of the revision, and the committee is then called Faith and Practice Revision Committee.)

Qualifications for membership on this committee should mirror the purpose of the book of discipline, which is to be an instrument for spiritual growth as well as a reflection of current feeling and thought as Friends seek to experience and follow the leadings of the Spirit. Service on this committee requires membership in the Society of Friends and should be representative of the thought and spirit of Pacific Yearly Meeting.

The committee has six members who serve three-year overlapping terms. Two members are appointed annually. The Presiding Clerk and the Historian-Archivist are ex officio members of Discipline Committee. The Committee meets at the annual session, and if needed one other time.

Tasks

- Assembles and organizes material that may go into a revision of the book of discipline. If a new edition of the book is in the offing and the Committee has become the Revision Committee, the material is submitted to the Yearly Meeting for study, discussion and acceptance.
- Receives concerns, suggestions and questions in written form from Monthly Meetings and Friends
- Interprets matters relating to Faith and Practice
- Encourages the study and use of Faith and Practice

Note: See the description of the Committee on page 181 of the 2001 Faith and Practice

Committees of the Yearly Meeting

FINANCE COMMITTEE

This Committee is responsible for developing the budgets for the Yearly Meeting and the annual session. It considers all proposed expenditures and makes recommendations for consideration by Representative Committee and/or Yearly Meeting.

The Committee is composed of six members who serve overlapping three-year terms, two of whom are appointed annually. The Treasurer and Statistical Clerk are members ex officio. It meets once during the fiscal year, usually just prior to Representative Committee meeting in March, and at annual session.

Tasks

- Recommends appropriate assessment of constituent Monthly Meetings per adult member.
- Hears proposals from various affiliated Friends' organizations for outreach contributions from PYM to these organizations
- Hears requests for changes in a committee's budget and makes recommendations regarding requests to Yearly Meeting.
- Presents budget for adoption to Yearly Meeting at annual session.
- Notifies all Yearly Meeting officers, committee Clerks and Representatives to affiliated organizations of the amounts budgeted for their use.
- Recommends travel reimbursement rates
- Arranges for audit of the books when Treasurer changes, or every three years

Committees of the Yearly Meeting

HOLDING CORPORATION COMMITTEE

This Committee is a non-profit corporation, the major purpose of which is to hold property for Pacific Yearly Meeting. Members should understand finances and the legal implications of holding property.

The Committee is composed of six members, serving three-year overlapping terms. The Presiding Clerk and the Treasurer are ex officio members. The Committee names one of its members to serve as President of the Holding Corporation. Ordinarily, the Committee meets only at the annual PYM session.

Tasks

- Assumes financial responsibility in the case of Monthly Meetings whose title to the property is in the name of Holding Corporation and which are in arrears or default of payments on their property
- Assists in handling gifts of property such as stocks and real estate donated to PYM or to a subgroup, for example a Monthly Meeting or an affiliated organization
- Maintains a brokerage account, currently at Charles Schwab brokerage firm, to facilitate property handling
- Holds funds and property for PYM and/or unincorporated subgroups such as Monthly Meetings

Committees of the Yearly Meeting

JUNIOR YEARLY MEETING COMMITTEE

The Junior Yearly Meeting Committee serves as a support group for the Junior Yearly Meeting and as the liaison between Junior Friends and Pacific Yearly Meeting. The committee is responsible for providing appropriate adult leadership to advise and counsel the Junior Friends. It helps Junior Friends arrange programs during the annual Junior Yearly Meeting and at other times during the year. Ministry and Oversight appoints a liaison to this committee, to facilitate communication in both directions.

The committee officers and Clerks of the Junior Yearly Meeting and other interested Junior Friends usually meet at the Representative Committee session to plan for Junior Yearly Meeting. The Clerk of the committee and the Clerk of Junior Yearly Meeting jointly report to Representative Committee. The committee may also meet at other times.

The committee consists of eight members who serve three-year overlapping terms, of whom two or three are appointed annually. To the extent possible, members of this planning group also attend Representative Committee in March. The Clerk or Clerks of Junior Yearly Meeting are members of Representative Committee ex officio.

Tasks

- Provides appropriate adult leadership during Junior Yearly Meeting
- Gives advice and counsel to Junior Friends as needed and/or sought
- Assists Junior Friends in arranging programs appropriate for teenagers of junior-high and high-school age during the annual session
- Is available for assistance in writing the JYM epistle
- Assists Junior Friends in planning and staging activities during the year.

Committees of the Yearly Meeting

LATIN AMERICAN CONCERNS

In 1997, the annual session established a standing Latin America Concerns Committee to gather and disseminate information to Pacific and other Yearly Meetings regarding Friends groups and service projects in Latin America. The intention is to support rather than replace spirit-led projects already supported by Monthly Meetings, Worship Groups and individual Friends. It is composed from five to nine members who are determined by the Nominating Committee in consultation with the committee.

Tasks

- Makes report to the PYM annual session

Time And Work Involved

Committee meetings are held quarterly, lasting about 2 hours each time. They are held often during the annual session and during meetings of College Park Quarterly Meeting.

Co-Clerks meet for 2-3 hours once or twice a quarter and talk on the phone and via e-mail 4-5 times a quarter.

Committee members spend about 5 hours a quarter. Work includes writing, attending meetings, information gathering regarding Latin American meetings and projects, web site set up and maintenance, communication with contact people in PYM Monthly Meetings.

Minutes of meetings are kept. No expenditures are necessary beyond reimbursable expenses.

It is not necessary to have computer skills, although access to e-mail is helpful.

Committees of the Yearly Meeting

MINISTRY AND OVERSIGHT COMMITTEE

The Ministry and Oversight Committee consists of nine experienced and sensitive Friends who serve overlapping three-year terms. Its role is to help foster the spiritual life and good order of the yearly Meeting, by providing assistance and counsel to the yearly Meeting clerks and endeavoring to make the annual session a fulfilling experience for all participants. During that time, it is responsible for all Meetings for Worship, including Meeting for Memorials, and it oversees smaller gatherings such as worship-sharing, affinity and interest groups. It prepares the program for one plenary session to aid in centering the spirit of the yearly Meeting.

The committee may invite officers and clerks of the Quarterly and Monthly Meetings who have particular concerns to meet with them. The committee selects three persons to serve as the Epistle Committee and brings these names to the first plenary session of Yearly Meeting.

Throughout the year the Ministry and Oversight Committee is concerned for the spiritual life and good order of those Monthly Meetings, Preparative Meetings and Worship Groups that are not affiliated with a Quarterly Meeting. Upon request, it may assist any committee, Meeting or individual of the Yearly Meeting.

The committee also considers and reports on any other matters brought to it by the Yearly Meeting, Representative Committee, Quarterly or outlying Meeting. It establishes liaisons with other committees and groups so as to be aware of their needs, and names two of its members to be available to the Statistical Clerk for advice and counsel. The committee administers the Fund for Concerns and advises the Treasurer regarding other special funds

Tasks

- Prepare the program for one plenary session to aid in centering the spirit of the Yearly Meeting
- Select three persons to serve as the Epistle Committee
- Review State of the Meeting reports
- Arranges reading of, receives, and makes available copies of memorial minutes
- Handles requests for financial assistance to attend PYM (through Special Fund Subcommittee)
- Considers and reports on matters brought by the Yearly Meeting, Representative Committee, and/or Quarterly Meetings, and unaffiliated Meetings
- Administers the Fund for Concerns
- Advises the Treasurer about special funds
- Oversees the following Standing Subcommittees: Adult Religious Education, Brinton Visitor, Special Funds, Worship-Sharing, Committed Relationships, Released Friends, Mental Health and Illness, Electronic Communication and Records
- Appoints and oversees the work of Liaisons to Discipline Committee, Junior Yearly Meeting Committee, Young Friends, Children's Program Committee
- Names two of its members to be available to the Statistical Clerk.
- Arranges time to listen to those at Yearly Meeting who have a need
- Provides assistance to Monthly Meetings and individuals on request

Time Involved

There are three meetings per year in addition to the annual session, staggered between north and south, and lasting from Friday until Sunday. The meetings are usually held in November, February and April. There are daily meetings during the annual session lasting for approximately 2 hours.

In addition this committee requires a few hours a month on committee or subcommittee work. Spring and summer are busier, and additional time may be required during that period.

Each member of this committee is a member of either the Ministry or the Oversight Subcommittee. In addition, each member is a liaison for one of the other subcommittees. Attendance at their meetings is helpful and there are phone calls and e-mails to keep in touch.

Committees of the Yearly Meeting

Travel may occasionally be necessary beyond the scheduled meetings of the committee, to areas where committee members are liaison (Mexico, Guatemala, Hawaii)

Although it is not necessary to have computer skills for this committee, access to email is very useful. Minutes are kept of this committee's meetings. Expenses beyond those which are reimbursed are negligible.

Committees of the Yearly Meeting

NOMINATING COMMITTEE

1. Discussions about persons considered for committees, during these committee meetings and in consulting with others, shall be kept confidential.
2. The Nominating Committee should work as a whole. Candidates for specific assignments should not be approached until the Nominating Committee has considered the situation and agreed that the appointment would be in the best interest of the Yearly Meeting.
3. The Nominating Committee should learn about the current direction and the needs of the various committees.
4. The Nominating Committee should consider PYM attenders as the pool of individuals from which candidates are suggested for appointment. Its own members should be past and current attenders of the annual sessions.
5. The Nominating Committee should strive to involve new PYM attenders into the committee work of PYM.
6. The Nominating Committee should use the current editions of the College Park Quarterly Meeting and the Southern California Quarterly Meeting directories, the three most recent PYM attenders lists, history of past appointments, and the Faith and Practice committee descriptions as resources for doing its work.
7. In general, the Nominating Committee should limit the appointment of an individual to a committee or representative position to two consecutive, three year terms. If the Nominating Committee feels it is in the best interest of the Yearly Meeting to recommend an individual to serve beyond this limitation, the Nominating Committee should report to the Yearly Meeting its reasons for the recommendation. Clerks are normally appointed for one year only, regardless of their term on the committee itself.
8. Nominating Committee will participate in follow-up after Representatives are appointed, making sure that Representative Guidelines are provided, and that names and addresses of new Representatives are communicated to the related Organization.

PYM Nominating Committee, in Prelim-Ed. of Faith and Practice, 2000

The Nominating Committee submits nominations for an officers and committees. A preliminary report is given in an early plenary session, then posted for study and review in advance of its formal consideration later in the annual session. Should vacancies occur during the year, nominations should be offered to Representative Committee at its interim meeting. When time is a factor, the Presiding Clerk, in consultation with the Clerk of Nominating Committee may make interim nominations for representatives to affiliated organizations. The Committee is responsible for notifying appointees and making sure they understand their responsibilities. The Committee is responsible for confirming continuing service. The Nominating Committee may aid the Yearly Meeting by helping to define the structure and method of appointment of Yearly Meeting committees.

Committees of the Yearly Meeting

PEACE AND SOCIAL ORDER COMMITTEE

This committee is responsible for the on-going peace and social action work of the Yearly Meeting. It encourages and assists Monthly and Quarterly Meetings in undertaking peace and service activities. It seeks to balance its efforts between peace concerns and social order concerns, and to express through activities Friends' testimonies on unity, equality, simplicity, peace and community.

It consists of nine members serving three-year overlapping terms. Three members are appointed annually. It includes clerks or their designees of the Quarterly Meetings Peace and Social Order Committees. One PYM representative to FCNL and one PYM representative to FCL serve ex-officio on this committee. Representation from JYM and Young Friends is welcomed.

Tasks

- Coordinates activities expressing Friends' Testimonies, and coordinates activities between Monthly Meetings in the interim between annual PYM sessions
- Appraises and makes recommendations about concerns brought to Yearly Meeting by constituent groups
- Appraises and may recommend requests for interest groups or displays at Yearly Meeting
- May provide programs during a plenary session at annual gatherings
- May sponsor interest groups at annual sessions around peace and/or social order issues and concerns
- May prepare and present for approval at Yearly Meeting Minutes on relevant issues, and if approved, disseminate them to major newspapers and to like-minded groups, as Yearly Meeting directs.

Committees of the Yearly Meeting

RELIGIOUS EDUCATION FOR CHILDREN COMMITTEE

This is not the Children's Program Committee, q.v.

The purpose of this committee is to help Meetings and families foster their children's spiritual growth, sense of community, and knowledge of Quaker faith and practice. This committee is responsible for furthering religious education for children in the Monthly Meetings. It is concerned with curricula, programs, activities and information about First Day Schools. It provides assistance through various means such as publications, interest groups, regional gatherings, and visitations as opportunity and need arise. Its focus is to increase worshipful connection and sharing among those who are concerned to share Friends' faith with children. It is available on request for information and assistance.

The committee does not limit its work to First Day School content, but may include related areas such as the place of children in Meeting, Quaker parenting, preschool and teenage religious education.

The committee consists of six members who serve overlapping three-year terms, with two members appointed annually. The committee meets during the annual session and will also meet twice during the year for weekend retreats, once in the northern Quarter and once in the south. Place of meeting varies and accessibility needs are accommodated.

Tasks

- Holds workshops and interest groups at the annual session for those in Monthly Meetings doing First Day School work. Provide a bulletin board toward the end of the session to facilitate arranging of two weekend retreats during the year.
- Maintains a presence at Quarterly Meetings in the form of interest groups and/or display tables.
- Gathers and shares resources relating to children's religious education
- Communicates to share ideas and problems and to publicize materials and programs
- May conduct surveys of Quarterly Meetings
- Visits Monthly Meetings, at the request of the Meeting.
- Provides liaison with other committees and groups such as Unity with Nature, JYM, Ben Lomond Quaker Center
- The committee uses e-mail and telephoning among members and with Meetings. It keep minutes of committee meetings and makes written reports to PYM.

Committees of the Yearly Meeting

SECRETARIAT COMMITTEE (JUNE 2002)

The Secretariat is in charge of information services for the Yearly Meeting.

It has three members who serve three-year overlapping terms, one of which is appointed annually. The PYM Assistant to the Clerk is an ex-officio member. Responsibilities for the Committee occur during and following both Representative Committee and Yearly Meeting. There may be correspondence, generally by e-mail, during the year, and sometimes a meeting is held during the year.

The work of this committee involves late night, last minute word processing, editing, copying, assembling, etc. Familiarity with the use of computers, scanners, copiers, printers and other office equipment is essential. Working with the Secretariat means forgoing some PYM activities. Volunteer workers are needed and sought.

The major work of the Secretariat consists of: publishing a daily newsletter at the annual session telling what is happening where when; preparing and distributing copies of Plenary session minutes and attachments; and assisting the Statistical Clerk by preparing and distributing the roster of those who come to Yearly Meeting. The Secretariat also prepares and distributes packets of minutes and attachments for Representative Committee meetings.

Clerk's Responsibilities

The clerk must have good organizational and communication skills, and be computer literate. The clerk is responsible for overseeing the work of the committee and for the smooth and timely functioning of the ad-hoc office. The clerk must:

1. Care for the equipment owned by PYM during the year and transport it to the Yearly Meeting;
2. Buy office supplies in advance of RepComm and Yearly Meeting as necessary;
3. Send out correspondence in advance of RepComm and Yearly Meeting so that reports and documents are made available in the right form for distribution at the meetings;
4. Assist the Statistical Clerk to maintain up-to-date addresses for the Yearly Meeting;
5. Advance payment for copying and postage for large mailings (which may mount up to hundreds of dollars);
6. Participate in the final evaluation of the Yearly Meeting which is convened by the Assistant to the Clerk.

Qualifications for Committee Members

Members must be computer literate, and have technological expertise in formatting and designing. It is necessary for members to have computer equipment at home with suitable software for finalizing the materials, and they must be prepared to bring the equipment to Yearly Meeting for equipping the Secretariat office.

Tasks

At Representative Committee

- Assures that the file boxes to distribute documents to Meetings, officers, committee clerks, and representatives are available, and mails to appropriate recipients any documents not picked up from the file boxes.
- Receives the finalized and signed copies of the Minutes and attachments and creates a packet which is distributed to Meetings, officers, clerks of committees and representatives to other Quaker organizations.

(These tasks are typically done by the Secretariat Clerk).

Prior to Yearly Meeting

- Sends a letter advising attenders what they can expect from the Secretariat and what their responsibilities are regarding documents they may wish to distribute.

At PYM

- Sets up the Secretariat office and assigns schedule of hours for each committee member to tend the office.

Committees of the Yearly Meeting

- Assigns a specific responsibility to each committee member:
 - Daily Miracle (requires capacity to enter articles, format, and design)
 - Packet of business meeting minutes and attachments (requires knowledge and skill in formatting, good organizational ability, and sufficient time to finalize details)
 - In charge of Boxes, liaison, and gopher work

All committee members are expected to help each other as needed.

After PYM

- Finalizes the packet of materials from Yearly Meeting.
- Distributes packets to Clerks of Meetings, officers, clerks of committees, representatives to Quaker organizations, and those attenders who have requested them. Distribution method may be e-mail, regular mail, possibly web site.
- Sends Archivist the original, signed copy of all Minutes from PYM with attachments, plus an e-mail copy to the Archivist's back-up person.
- Mails the Epistles to Yearly Meetings throughout the Quaker work (if the Presiding Clerk does not assume this task).

Committees of the Yearly Meeting

SITE COMMITTEE

This Committee evaluates sites for the annual sessions of the Yearly Meeting and remains involved as a resource until the Presiding Clerk and the Arrangements Clerk, in consultation with the Treasurer, have negotiated a contract. It also examines the feasibility of a permanent site and makes recommendations to the Yearly Meeting.

It consists of six members who serve three-year overlapping terms, two of whom are appointed annually. The present and immediate past Arrangements Clerks are members ex officio.

It is desirable, but not mandatory, for members to be able to travel to sites for inspection and evaluation. Access to e-mail is also desirable.

Tasks

- Contacts various conference sites to find out about them and to evaluate them for the Yearly Meeting
- Visits and inspects possible sites for the holding of Yearly Meeting.
- Makes final decision, in consultation with Presiding Clerk, as the site for the following year's gathering.

Committees of the Yearly Meeting

UNITY WITH NATURE COMMITTEE

This committee acts on behalf of Yearly Meeting on spiritual concerns related to the environment. It strives to keep alive in the consciences of F(f)riends the spirituality of and kinship with all creation.

The Committee has several subcommittees: (1) Sustainability, (2) Service projects and internships, (3) Nature experiences and outings, (4) Educations and interest groups. The committee has nine members, serving three-year overlapping terms, with three members appointed annually. Two PYM representatives national Friends Committee on Unity with Nature are members ex-officio, if not already members of this PYM Committee.

Tasks

- Supports publications such as *Earthlight Magazine*.
- Nominates candidates for *Earthlight Magazine's* Board of Directors.
- Raises funds to further its work.
- Sponsors an internship program for Young Friends.
- Provides means for communications among PYM F(f)riends concerned about the environment.
- Conducts interest groups and nature-oriented worship at Quarterly and Yearly Meeting sessions.
- Encourages change toward sustainable lifestyles by members and attenders of Monthly Meetings and Worship Groups.

Committees of the Yearly Meeting

WIDER FELLOWSHIP AMONG FRIENDS

At the 1985 session of the Yearly Meeting, the Wider Fellowship Among Friends Committee was established. The committee consists of three members who serve overlapping three-year terms. Its charge includes:

- Reporting regularly (in *Friends Bulletin* or in a newsletter) on upcoming activities or interests of Friends groups in which Pacific Yearly Meeting Friends might participate;
- Encouraging the release of Friends for visitation to other Friends groups;
- Exploring ways to bring Friends together in activities such as working for peace, assisting refugees, supporting Friends schools, and hosting conferences.

The committee also includes ex officio those Friends who attend as visitors, Liaisons, Representatives or Observers to the following Quaker organizations: Evangelical Friends International, Friends General Conference, Friends United meeting, Evangelical Friends Church, the Reunion General de los Amigos en Mexico. It includes one member from the group of PYM Representatives to the Friends World Committee for Consultation. The Committee convener attends Representative Committee in March, convenes a meeting of the Representatives at the annual session, and makes an annual report to the Yearly Meeting

The purpose of this committee is to bring Friends of different persuasions together in conferences, committees, and activities of mutual concern, and in visitations among the groups, to further understanding and harmony among them.

Representatives to Other Organizations

AMERICAN FRIENDS SERVICE COMMITTEE (AFSC)

AFSC is a non-profit corporation. It undertakes programs of reconciliation and relief in the wake of war and natural disasters. It works for social change in this country and world wide. It maintains a national headquarters in Philadelphia as well as regional offices throughout the United States. A national Board of Directors, members of which are mostly members of the Religious Society of Friends, sets the policy. A Regional Executive Committee oversees the work of the Regional Office. The Clerk of each regional Committee is a member of the National Board.

Each Yearly Meeting appoints persons to serve as representatives to AFSC. The primary responsibility of the representatives is to develop and maintain a close relationship between the AFSC and the Yearly Meeting.

Pacific Yearly Meeting appoints five persons to serve as representatives, each for a three-year term. Two are named each year. At least one appointee should be able to attend the annual meeting of the Corporation which is held in Philadelphia. One of the five representatives serves as a convener to give guidance about the appointment and to determine the division of travel funds among those who attend the meeting in Philadelphia.

To be qualified for appointment as a representative, a candidate (1) must have serious interest in AFSC; (2) be able financially and time-wise to travel to Philadelphia in November for the annual meeting; (3) be able to attend meetings of the Regional Executive Committee and/or meet with staffs of regional offices.

Tasks

- Attend annual meeting of AFSC Corporation in Philadelphia in November
- Prepare a report, in concert with other representatives to AFSC, for the annual session of Pacific Yearly Meeting
- May serve as convener for representatives
- Attend meetings of the Regional Executive Committee

Representatives to Other Organizations

EVANGELICAL CHURCH SOUTHWEST

Representatives to Other Organizations

FRIENDS BULLETIN BOARD

Friends Bulletin is, and has been for the past 70 years, the official journal of the Friends on the West Coast, the Pacific Coast Association of Friends, and the successor organization to these, Pacific Yearly Meeting. In addition, it is now and has been since their formation the official journal for North Pacific Yearly Meeting and Intermountain Yearly Meeting. Previously it was published under the direction of a committee composed mostly of Pacific Yearly Meeting members. To equalize the association among the three Yearly Meetings, in 1994 *Friends Bulletin* incorporated as a non-profit religious corporation. The Board of the corporation now directs publication. It is composed of representatives from each of the three Yearly Meetings which the *Bulletin* serves.

Friends Bulletin is published ten times a year. It is the voice for the unprogrammed Friends in the Western United States. It is subsidized by the three Yearly Meetings, but it endeavors to be self-supporting through selling subscriptions and through solicitations for funds.

Pacific Yearly Meeting appoints three members to the Board. The term of office is three years, one member being appointed annually. One member should act as convener to guide the work and to divide travel funds among the Representatives. The Board's Clerk may come from any one of the three Yearly Meetings.

To be qualified for a position on the Board, a candidate must be a member of PYM. Desirable traits for Board members include knowledge of business and accounting applicable to a publishing enterprise, being well-read in literature and in Quaker writings, ability to work cooperatively with the editor of the *Bulletin*. The Representatives must be able to travel three weekends a year to attend the Board meetings. Members may be appointed to serve as Clerk or other corporate officer.

Tasks

- Attend meetings of the Board, the location of which cycles among the three Yearly Meetings. The Board of Directors is responsible for all activities of the corporation. These include:
 - Hiring and evaluating an editor to handle the day-to-day publishing and other operations of the corporation.
 - Establishing and revising the policies for corporate operations, including websites maintained by *Friends Bulletin*.
 - Providing oversight over the finances of the corporation by setting a budget and reviewing income and expenses.
 - Serving as liaison to their yearly meeting, providing reports, hearing concerns, soliciting the support of the yearly meeting and in general advocating for the work of the corporation.
 - Reading Friends Bulletin publications and providing feedback to the editor and the board.
 - Assisting the editor in raising funds through the solicitation of donors and writing thank you notes to donors.
 - Serving as an officer of the corporation as needed.

Work Involved

The Board currently meets twice a year, with the meeting location cycling between each of the three Yearly Meetings. Additional special meetings may be called if needed, but these are very rare. Board Meetings are generally held in September and February. The Board usually gathers on a Thursday afternoon, works Friday through Saturday, attends local Meeting for Worship on Sunday, and returns home Sunday afternoon or evening.

Very occasionally there is a conference phone call.

Email messages between meetings (not counting emails to acknowledge receipt of other emails)? 50 to 75

The committee keeps minutes of their meetings and makes reports to other bodies.

Little travel needed (besides to regular meetings) though it's nice to attend NPYM and IMYM annual sessions.

Fundraising is part of the Board Members' responsibilities. This may involve organizing fundraising events, writing letters, visiting potential donors, etc.

At PYM, the reps and the editor get together, perhaps for lunch. They may also hold an interest group.

Representatives to Other Organizations

FRIENDS COMMITTEE ON NATIONAL LEGISLATION (FCNL)

FCNL is the national voice for the testimonies and beliefs of the Religious Society of Friends, bringing spiritual values to bear on the political process. Its headquarters are in Washington, D.C. With its team of professional lobbyists, it works to eliminate militarism and social injustice, and to promote civil rights, environmental sustainability, better housing, education and health care. Policies are set by a General Committee of more than 200 Friends appointed by twenty-four Yearly Meetings and other Friends organizations. These represent all persuasions of Quakers from the evangelical to the unprogrammed. They develop policy, establish priorities for legislative lobbying, and approve programs. Statements of Policy are revised on an on-going basis. These are approved by the General Committee and guide all expressions of FCNL views.

FCNL publishes newsletters and background papers, and issues timely and informative calls for action to its grassroots constituency. It works cooperatively with other like-minded lobbying groups in Washington.

Pacific Yearly Meeting appoints six Friends for overlapping three-year terms. Two are appointed each year. These Representatives serve on the General Committee as liaisons between the Yearly Meeting and FCNL, facilitating mutual sharing of needs, concerns and information. One Representative serves as a convener to allocate travel reimbursement or travel support.

One Representative serves as a Convener. The Convener's responsibilities are:

- Prior to the annual meeting of FCNL, in consultation with the other representatives, to decide on a formula to allocate travel reimbursement or travel support among the representatives,
- At the FCNL annual meeting to call for a meeting of the California delegation,
- After the annual meeting to process the requests for financial reimbursement from the Representatives according to the guidelines provided by PYM treasurer,
- If possible, prior to the annual session of the Yearly Meeting, organize a meeting of the PYM representatives to help prepare a report to PYM and attend to other concerns, and finally,
- Have a meeting of the representatives at PYM annual session and submit the report to Yearly Meeting.

Qualifications for Representative include:

- Serious interest in Congressional legislation, and
- Financial and time-schedule ability to travel to Washington, DC, in November to attend the annual meeting.

Tasks

- Attend the annual meeting in Washington, DC, in November.
- Following the annual meeting of FCNL, promptly contact the "lapsed" donors in the California region on the list provided in (at least) one of the packets prepared by FCNL for that purpose.
- Prepare, in cooperation with the Convener, a report for the annual session of Yearly Meeting.
- Advocate for FCNL work and financial support in Monthly Meetings
- Keep up with the publications, specifically the monthly Washington Newsletter, and with weekly updates of information about Congressional legislation

Representatives to Other Organizations

FRIENDS COMMITTEE ON UNITY WITH NATURE

Representatives to Other Organizations

FRIENDS GENERAL CONFERENCE

Representatives to Other Organizations

FRIENDS HOUSE MOSCOW BOARD

Pacific Yearly Meeting has two representatives and one alternate on the board of Friends House Moscow, who are members ex officio of the East-West Relations Committee.

Tasks

- Yearly board and committee meetings in Moscow
- Fund raising and promotion, newsletter production and distribution, data base maintenance.
- Keeping up on reports from Moscow and keeping East-West Relations Committee informed.
- Visiting FGC and as many Yearly Meetings as possible

Time And Work Involved

At least 5 days in Moscow each year for board and committee meetings. It is recommended that it be closer to 2 weeks to allow time to visit programs we sponsor and spend time with staff. Meetings are held in a place which is handicap accessible and close to public transportation. However the restrooms in Moscow are not modified for accessibility.

Minimum average work is about _ hour a week (it comes in clumps), busier in October through December.

Phone calls are few, maybe 1 or 2 per month. E-mails are constant, 2-5 per day.

Members should meet with FHM Support Association, the US fund-raising non-profit. They meet only about once yearly for 3-4 hours in a place convenient to all members and do all other business by e-mail.

All expenses are covered for this work. Minutes of meetings are kept.

Representatives to Other Organizations

FRIENDS PEACE TEAMS PROJECT BOARD

Representatives to Other Organizations

FRIENDS UNITED MEETING

Pacific Yearly Meeting appoints one Representative to FUM for one three-year term. The Representative receives written materials from FUM meetings and becomes familiar with them. The Representative attends the FUM Triennial and provides a written report to Yearly Meeting.

NOTE: In the past it was not clear that the FUM Rep needs to serve for three years so as to be able to attend the Triennial.

Representatives to Other Organizations

FRIENDS WORLD COMMITTEE FOR CONSULTATION (FWCC)

Friends World Committee for Consultation (FWCC) is a world-wide body of diverse Yearly Meetings which acts in a consultative capacity to promote better understanding among the different groups of Friends. These are: the Asia-West Pacific; European-Middle East; Africa; and the Section of the Americas, which meets annually on the weekend closest to March 17. The global organization meets triennially. Through these gatherings and through conferences, inter-visitations and publications, Friends seek ways to understand and cherish the diversity of language, culture and custom among the Sections and the varying worship traditions worldwide.

FWCC publishes a directory and a calendar of Yearly Meetings throughout the world. It sponsors the Quaker Youth Pilgrimage and is affiliated with the Quaker United Nations offices in New York and Geneva.

Pacific Yearly Meeting appoints five Friends as Representatives to the Section of the Americas for overlapping three-year terms and appoints three Representatives to the triennial gathering for worship and business. The Representatives name one of their members to serve as convener and one to be an ex-officio member of the Wider Fellowship Among Friends Committee.

Since FWCC is a volunteer organization, the Section of the Americas encourages the Representatives to serve on the committees of the Section. As much as possible, the term of office as Representative should coincide with the term of service on a Section committee. Service to the Section ends at the conclusion of the annual meeting of the Section of the Americas following the Representative's end of term for the Pacific Yearly Meeting. This means that a PYM Representative's term ends in August but the Representative continues serving on an FWCC committee through the March annual meeting of the following year.

Representatives need to be sensitive and alert to the possibilities of organizing activities, such as regional gatherings, where Friends can meet face to face.

Tasks

- Attend the annual meeting of the Section of the Americas.
- Serve on an FWCC committee or be part of its working group. (Do specific tasks for the core committee which meets and plans the committee's work).
- Assist the convener in making a written and/or plenary report of FWCC activities at the annual session of PYM.
- Sponsor interest or working groups at PYM.
- Organize a display table at PYM (and at Quarterly Meetings when possible).
- Assist with fundraising in a local geographic area (see Section III of the FWCC Representative Handbook).
- May act as Convener of PYM Representatives.
- May act as FWCC Representative on the PYM Wider Fellowship Among Friends Committee.
- May host and introduce FWCC visitors at PYM annual session and at other times during the year.

Representatives to Other Organizations

REUNION GENERAL DE LOS AMIGOS EN MEXICO REPRESENTATIVE

Reunion General de los Amigos en Mexico includes both unprogrammed and pastoral Friends in Mexico. It meets every 18 months for fellowship, sharing and mutual support. The Yearly Meeting appoints one Friend to attend who is also an ex officio member of the Wider Fellowship Among Friends Committee.