

## **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 Session of the Yearly Meeting and Representative Committee Meeting in March of each year. Familiarity with, or prior attendance at, the Annual Session is helpful. Access to e-mail is useful.

### **Job Description:**

The representative of the Monthly Meeting attends the Representative Committee Meeting in March and the Annual Session of the Yearly Meeting bringing concerns from the Monthly Meeting to the Yearly 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. In order to facilitate continuity and pass along historical information, it is recommended that each Monthly Meeting appoint one Representative and one Observer (Faith and Practice, 2001 p. 175) for staggered two -year renewable terms. The Representative Support Committee members will be responsible for orienting Reps to the PYM website and relevant documents.

### **Tasks:**

The Representative is expected to:

- ▲ Represent the experience, concerns, and needs of the Monthly Meeting at Pacific Yearly Meeting's Representative Committee Meetings, the Annual Session and directly to the committees and officers of PYM.
- ▲ Participate in seasoning and decision-making of the Representative Committee and the Annual Session.
- ▲ 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 at the Annual Session 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 entire Representative Committee gathering in March, and Representative Committee Meeting(s) at the Annual Session (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 and Annual Session is reimbursed by the YM.

Suggested Job Description.doc (6/27/10 2:00 PM)

Revised and Approved RepCom 3/4/2012