

# 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