

LATIN AMERICAN CONCERNS COMMITTEE - JOB DESCRIPTION
Revision approved by LACC June 2015

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.

Committee meetings will be held three to four times a year: usually before and during Annual Session and Representative Committee. Some meetings will be by conference call. These meetings will include planning and preparation of Interest Groups at Annual Session. The three main programs, Casa de los Amigos, El Salvador Project and Guatemala Friends Scholarship Program, will take turns as presenters for Interest Groups. Subcommittee/Working Groups will be formed as appropriate.

There is a PYM fund to assist the committee in bringing representatives or others to Annual Session. The committee, through the clerk, should communicate with clerk of Finance Committee the recommendations for committee expenses (line 5238) and Latin America Concerns Outreach (line 5212/R2749) for the upcoming fiscal year (October 1 – September 30) at least two months before Annual Session. The clerk should assess whether the approved committee budget is sufficient to complete the committee's work and request augmentations as appropriate to clerk of Finance before Representative Committee and/or Annual Session.

The committee is composed of from five to nine members who are determined by the Nominating Committee in consultation with the committee. Additionally, there are three members appointed to the committee, one each from Casa de los Amigos, El Salvador Project and Guatemala Friends Scholarship Program.

TASKS:

- Information gathering and dissemination regarding Latin American meetings and projects.
- Makes report to the Representative Committee and PYM Annual Session.
- Communication with contacts in PYM Monthly Meetings.
- Support of subcommittees as needed.
- Clerk shall make request to Finance for the coming year's budget 2 months before Annual Session.

EXPECTATIONS AND TIME INVOLVED:

- Committee meetings are held usually 3-4 times a year, lasting up to 2 hours each time. One to two are in-person and two are by telephone conference. There may arise occasion for additional telephone conferences.
- Co-Clerks meet as needed to prepare for meetings.

- Committee member work may include writing, attending meetings, information gathering regarding Latin American meetings and projects, communication with contacts in PYM Monthly Meetings, and planning/preparation of Annual Session Interest Groups.
- Minutes of meetings are kept.
- No expenditures are necessary beyond reimbursable expenses.