

Pacific Yearly Meeting Proposed Paid Administrative Position

Why this proposal?

- Volunteer resources are decreasing as administrative needs in YM are increasing, focused primarily on the current Assistant to the clerk. This is not sustainable.
- In the last 5 years the role of the Assistant to the Clerk has developed into the hub of communication for our community, bigger than one volunteer can manage.
- Youth Programs Coordinating Team has seen the need for administrative support for the Youth Programs Coordinator over the last 10 years so that programs for Youth can be the primary focus of the YPC
- NPYM now have several adm roles partially paid
- Canadian YM has a full time office manager and a full time General Secretary
- IMYM is at a similar stage of expressing needs for paid administrative support person.

Manage PacYM Zoom accounts

1. Set up Zoom meetings on behalf of Officers and Committees
2. Maintain publicly-available calendar of PacYM Zoom meetings (title only, no Zoom links)
3. Post and maintain the process for requesting a Zoom meeting on the PacYM website

Database (this task will change when the online database is implemented, possibly becoming the Database Manager)

1. Maintain a database with the name & email address of all Officers, Committee Clerks, Representative & Delegates to outside organizations, Monthly Meeting Clerks, and MM Reps to PacYM
2. Periodically send emails to MM Clerks & MM Reps to verify that they are still serving in that role.
3. Update Officers, Committee Clerks, Representative & Delegates to outside organizations after a new slate is approved at Annual Session and throughout the year as changes to slate are approved.

Coordinating Teams

1. Send out an email to all Officers, Committee Clerks, and Representative & Delegates to outside organizations after new slate is approved at Annual Session with description of Coordinating Teams and list of who is on which team.
2. Create & send Doodle polls to schedule Coordinating team meetings.
3. Send agenda & Zoom link to each Coordinating Team member in advance of each meeting.
4. Take notes during meetings. Once Presiding Clerk has approved the notes, distribute the notes document to the Coordinating Team.

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Representative Committee

1. Identify location for in-person RepCom meetings.
2. Create the RepCom Registration form and post on the website.
3. Draft and send the *Call to Representative Committee* in December. Include link to the registration form and the deadline for reports (usually 2 weeks before the start of RepCom).
4. Post the template for Reports to Representative Committee on the PacYM website.
5. Receive reports and work with submitters to address any problems with the reports.
6. Work with the website editors to get the reports posted.
7. Attend RepCom and be available to assist the Presiding Clerk as needed.
8. Publicize deadline for reports to Annual Session at RepCom.

Annual Session

1. Email the *Call to Annual Session* to Officers, Committee Clerks, Reps & Delegates, and MM Reps as soon as the Presiding Clerk has it ready.
2. Work with the Presiding Clerk to create a draft AS schedule in collaboration with the Assistant to the clerk
3. Publicize the deadline for reports and post the template for Reports to Annual Session on the PacYM website.
4. Send out a "Registration is Open" email when Friends can begin registering for AS.
5. Receive reports and work with submitters to address any problems with the reports.
6. Collaborate with the website editors to get the reports posted.
7. Draft and send the "2nd email" to all AS registrants with information they will need prior to AS.
8. Attend Annual Session and be available to assist the Presiding Clerk as needed.
9. Coordinate creation of the Annual Session Evaluation form for all AS attenders. Post the form on the website and publicize its availability during AS. Once deadline for responses has passed, send the responses to the Clerk(s) of Ministry Committee.
10. Attend an evaluation meeting with all Committee Clerks at the close of AS.
11. Send out a post-session email to all AS registrants.

New Projects Envisioned

1. **Newsletter:** assemble and distribute a periodic newsletter to PacYM membership
2. **Committee & Treasurer Support:** assist Clerks of PacYM committees with administrative tasks such as meeting scheduling, organization of committee records, tracking and maintaining insurance policies, and fulfilling corporate filings to IRS and State of California and more.
3. **Secretariat:** serve on the Secretariat Committee before, during, and after Annual Session
4. **Archivist:** periodically forward to the Yearly Meeting's Archivist any documents that pertain to the history of Pacific Yearly Meeting