

# **Job Description Handbook**

**for**

**Southern California  
Quarterly Meeting**

**Revised 2006**

## TABLE OF CONTENTS

<b>Introduction</b> .....	1-1
<b>Section 1. Standing Committees</b>	
Executive Committee .....	2-1
AFSC/SCQM Youth Service Projects Committee .....	3-1
Arrangements Committee .....	4-1
Committee to Nominate the Nominating Committee .....	5-1
Directory Committee .....	6-1
Finance Committee .....	7-1
Ministry and Counsel Committee .....	8-1
Newsletter Committee .....	9-1
Nominating Committee .....	10-1
Peace and Social Order Committee .....	11-1
Quaker Adventures Committee .....	12-1
Religious Education Committee .....	13-1
Retreats Committee .....	14-1
<b>Section 2. Officers and Other Individual Positions</b>	
Clerk of the Quarter .....	15-1
Assistant Clerk .....	16-1
Database Clerk .....	17-1
Clerks of Quarterly Meeting Committees .....	18-1
Concerns Committee Members for the Pacific-Ackworth Friends School .....	19-1
Liaisons to other Organizations .....	20-1
Members of Committees .....	21-1
Observer-Delegate to the Southern California Ecumenical Council .....	22-1
Publisher, SCQM Quarterly Report .....	23-1
Recording Clerk .....	24-1
Representatives from Monthly Meetings and Worship Groups .....	25-1
Treasurer .....	26-1
Trustees for the Pacific-Ackworth Foundation .....	27-1
Webmaster .....	28-1
<b>Section 3. Corporation Documents</b>	
Articles of Incorporation .....	29-1
Bylaws (revised 2006) .....	30-1

# INTRODUCTION

## PURPOSE

The purpose of this Job Description Handbook is to document the procedures and intended operations of the Southern California Quarterly Meeting and to provide guidance to individuals who assume the various roles described herein.

## HISTORY

The first edition of this Handbook was produced in 1981. It was updated in 1995 soon after the Quarterly Meeting was incorporated and approved its initial Bylaws. It was partially updated in 2000 and again in 2002, but this is the first completely revised, updated, and expanded edition of the Handbook since 1995.

## ORGANIZATION

Committees are described first, arranged in alphabetical order after the Executive Committee, which also serves as the Board of Directors for the Corporation.

Officers and other individual positions are described in the second section, also arranged in alphabetical order after the Clerk of the Quarter, who also serves as the President of the Corporation.

The last section, which is new to this edition, contains official documents of the Corporation, i.e. the Articles of Incorporation and most current Bylaws.

**SECTION 1**  
**STANDING COMMITTEES**

## EXECUTIVE COMMITTEE (EC)

### FUNCTION

The EC of the Quarter, along with the Clerk of the Quarter, has responsibility for the overall operation of the Quarterly Meeting. The EC acts as a threshing body and steering committee for Quarterly concerns, assures that all gatherings of the Quarter are appropriately planned and facilitated, and acts for the Quarterly Meeting in the conduct of Quarterly business between gathering of the Quarterly Meeting when authorized to do so by the Quarterly Meeting.

### RESPONSIBILITIES

The EC is responsible for:

1. Overseeing the planning of Quarterly Meeting gatherings, including the schedule of events.
2. Preparing the agenda for plenary sessions and Meetings for Business of the Quarter.
3. Recommending to the Quarterly Meeting any changes in the functioning and/or procedures of the Quarter.
3. Making decisions on behalf of the Quarter when authorized by the Quarterly Meeting to do so, or in matters that are within already established policy guidelines and that cannot wait for Quarterly Meeting action.
4. Preparing, distributing, and updating the *Job Description Handbook of the Southern California Quarterly Meeting*, with input from those affected and/or interested.
5. Serving as editorial board for the *SCQM Quarterly Report* newsletter.

Minutes are to be taken by the Recording Clerk and kept in a permanent file.

**COMPOSITION:** The EC is composed of the Clerk of the Quarter, Assistant to the Clerk, Recording Clerk, Treasurer, Database Clerk, Publisher of the newsletter, and the Clerks of all standing committees of the Quarter.

**TERM OF OFFICE:** Terms of members are determined by appointment to the various positions. It is desirable that not all terms of EC members expire at the same time.

**MEETINGS:** There are generally three meetings per year, spaced between Quarterly gatherings. Additional meetings are at the call of the Clerk of the Quarter.

Revised 5-06

## AFSC/SCQM YOUTH SERVICE PROJECTS COMMITTEE

### FUNCTION

The AFSC/SCQM Youth Service Projects Committee plans and oversees service projects for youth ages twelve through twenty. Its goals are to provide opportunities for youth to engage in community service and fellowship in the Spirit and manner of Friends; to raise awareness about AFSC programs and peace and justice concerns of Friends; and to encourage reflection on Quaker testimonies such as equality, simplicity, and unity with all of God's creation.

### RESPONSIBILITIES

The Committee is responsible for:

1. Determining policy and operating procedures for the program.
2. Participating in searches for the program coordinator, using AFSC guidelines for staff searches.
3. Assisting staff in planning, conducting, and evaluating individual service projects. This may involve:
  - (a) Publicizing service projects within Quarterly Meeting and/or AFSC constituencies within the Pacific Southwest Region.
  - (b) Serving as drivers and supervising adults.
  - (c) Ensuring that signed permission and release-from-liability forms are in-hand for each youth participating in the service project.
  - (d) Ensuring that drivers have state-required automobile insurance.
  - (e) Keeping records of expenditures and project expenses,
4. Overseeing the preparation of an annual budget and submitting it to Finance Committee, and raising additional funds as necessary.
5. Maintaining communication with other Quarterly Meeting committees concerned with the spiritual growth of the children and youth in SCQM, and with other groups working with youth service projects.
6. Making reports to the Executive Committee of the PSWR of AFSC as well as to Quarterly Meeting.

The Clerk of the Committee is a member of Executive Committee. The Clerk is to meet at least annually with the Clerks of the other committees working with children and youth of the Quarter for intercommunication and coordination. Finally, the Clerk is to see that minutes of Committee meetings are taken and kept in a permanent file.

#### COMPOSITION & TERMS OF OFFICE

The Committee is composed of six to eight members, including the current program coordinator plus others who serve rotating 3-year terms. Committee members are nominated by Nominating Committee (with input from the current coordinator) and appointed by Quarterly Meeting. The current program coordinator may serve as clerk, or the committee may appoint a clerk from among its members.

#### MEETINGS

Meetings of the AFSC/SCQM Youth Service Projects Committee are held at least annually to plan projects and thereafter as necessary to perform the work of the Committee.

Revised 5/06

## ARRANGEMENTS COMMITTEE

### FUNCTION

The Arrangements Committee makes arrangements for the holding of Quarterly Meeting gatherings including registration as well as physical arrangements. (Planning of the theme and program is the responsibility of other committees.)

### RESPONSIBILITIES

The Arrangements Committee is responsible for:

1. Reminding Monthly Meetings of their turns for hosting a Quarterly gathering, or making reservations and signing a contract with a suitable conference center for a fellowship weekend gathering.
2. Guiding host Monthly Meetings in making physical arrangements for the Spring Quarterly gatherings and making all physical arrangements for the fellowship weekend.
3. Coordinating with a suitable conference center all physical arrangements for the fellowship gathering.
4. Establishing participant fees.
5. Preparing a schedule of events for each Quarterly Meeting gathering in conjunction with the committee(s) responsible for planning the theme and program, and making this schedule available to all participants during the event.
6. Preparing computer based document(s) of information about registration and/or accommodations at upcoming Quarterly gatherings for publication in the *SCQM Quarterly Report* and the Quarterly website.
7. Planning and arranging for recreational activities involving all ages (such as singing, games or dancing) when these are called for in the schedule of events for a Quarterly Meeting gathering.

The Clerk of the Committee is a member of Executive Committee (EC). The Clerk is to see that minutes of Committee meetings are taken and kept in a permanent file.

COMPOSITION AND TERM OF OFFICE: The Committee is composed of three or four members, including the Registrar and Assistant Registrar or Co-Registrar. The members,



named by Nominating Committee and appointed by Quarterly Meeting, serve rotating three-year terms. (If the Registrars are a couple, their terms will likely end at the same time). The committee may designate one of its members to serve as a Physical Arrangements Coordinator. The Clerk of the Quarter, the publisher of the newsletter and the Treasurer are *ex-officio* members, as are the clerks of the Religious Education Committee and Quaker Adventures Committee (alternatively, any of these *ex officio* members may name liaison persons to Arrangements Committee to assist in the coordination of plans and schedules for the Quarterly Meeting gatherings).

**QUALIFICATIONS:** It is desirable for the Registrars to have use of and experience with a laptop computer. The Clerk and the Registrars should also have experience in attending Quarterly Meeting gatherings.

**MEETINGS:** The Committee meets at least once between Quarterly gatherings, far enough in advance to provide notice to those responsible for publicity for the event. Other meetings are at the call of the Clerk.

Revised 5/06

### **SPECIFIC GUIDELINES FOR ARRANGEMENTS COMMITTEES:**

1. Unless circumstances require a change, Quarterly Meeting gatherings are generally held as follows:

Fall Fellowship Weekend:

Theme and Program are the responsibility of Ministry and Counsel, while Executive Committee is responsible for assuring that all other arrangements are made.

Spring Gathering:

Usually a one-day gathering hosted by one of the Monthly Meetings in the Quarter, and planned by Executive Committee

2. **Guidelines for Fellowship Weekend:**

- a) Contracts with conference centers usually must be completed at least nine months in advance to secure a reservation.
- b) SCQM Registrars are responsible for:
  - (1) preparing and sending to the publisher of *SCQM Quarterly Report* an appropriate registration form;

- (2) receiving and keeping accounts of registrations and fees, and turning the fees over to the Treasurer;
  - (3) assigning participants to housing or rooms;
  - (4) assigning participants to worship/fellowship or other small groups as needed, in a manner which, if appropriate, approximates equal numbers and diversity by age, gender and Monthly Meeting;
  - (5) providing identification tags to registrants; and
- c) Participant Fees: The financial goal for the fellowship weekend is to break even after covering all costs of the gathering (except for speakers, which is covered by a budget item [Speaker Expense]. Therefore, participant fees for the fellowship weekend must include, when appropriate, stipends for child care persons and coordinators for the children's and teenager's programs; and fees for the Registrars, child care person(s) and coordinator(s), speaker(s), dance leader(s), etc.
- d) Schedule: The schedule of events is planned by Executive Committee, but should include plans for the children and teenagers as prepared by the Religious Education and Quaker Adventures committees.
- e). Publicity: Computer files containing information about the upcoming fellowship weekend for publication in the *SCQM Quarterly Report* and website must be forwarded to the Publisher at least seven weeks in advance of the Fellowship Weekend. This should include: the schedule of events, registration forms, descriptions of children's and teenager's programs, site facilities and restrictions, recreational opportunities, map or directions, fee schedule if applicable, and lead invitational article if not prepared by the committee responsible for the theme and program.

### 3. Guidelines for Spring Gathering:

- a) When hosting a Spring Quarterly gathering, a Monthly Meeting needs to:
- (1) arrange for meeting spaces for plenaries, smaller called meetings, and children's program;
  - (2) arrange space and display tables for requesting special groups, such as the AFSC bookstore;
  - (3) arrange for physical tasks such as placement of chairs for appropriate seating, placing loud-speaker equipment and lighting if needed, placing appropriate signs if needed, assuring sufficient toilet supplies, setting up tables, etc.;
  - (4) see that sites are ready before and properly cleaned up after use by the Quarter;
  - (5) arrange for food or refreshments, as appropriate;
  - (6) receive registrations and applicable fees;

- (7) arrange housing for participants staying overnight (if any); and
  - (8) provide identification tags for participants
- b) Schedule: The schedule of events is planned by Executive Committee, but should include plans for the children and teenagers as prepared by the Religious Education and Quaker Adventures committees.
- c) Publicity: Computer files containing information about the Spring gathering for publication in the *SCQM Quarterly Report* and website must be forwarded to the Publisher at least seven weeks in advance of the event. This should include: the schedule of events, registration forms, descriptions of children's and teenager's programs (if any), costs (when appropriate), map or directions, and lead invitational article if not prepared by Executive Committee.

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## **COMMITTEE TO NAME THE NOMINATING COMMITTEE**

### **FUNCTION**

The Committee to Name the Nominating Committee finds persons qualified and willing to serve as members of the Nominating Committee.

### **RESPONSIBILITIES**

The Committee is responsible for:

1. Finding suitable replacements for individuals whose terms of office on the Nominating Committee is ending, considering the age, gender, SCQM experience, theological diversity and geographical distribution of existing members as well as potential candidates for the Nominating Committee.
2. Including the names of proposed and existing members of the Nominating Committee with the list of proposed and existing nominations prepared by the Nominating Committee.
3. Presenting nominations for candidates to fill interim vacancies on the Nominating Committee to the Quarterly Meeting for approval.

### **COMPOSITION AND TERM OF OFFICE**

The Committee to Name the Nominating Committee consists of three members of the Executive Committee, appointed each Spring by the Executive Committee, which also designates one of the three to serve as convener. These individuals serve until the following Spring (even if they cease serving on Executive Committee).

### **MEETINGS**

Meetings are called as needed.

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## DIRECTORY COMMITTEE

### FUNCTION

The Directory Committee produces on a yearly basis updated editions of a directory of the members and attenders of Monthly Meetings and Worship Groups that belong to Southern California Quarterly Meeting. This directory is published after the new slate of officers and committee members has been approved at the Spring Quarterly meeting, and in time for distribution at Pacific Yearly Meeting in August.

### RESPONSIBILITIES

This Committee is responsible for:

1. Overseeing the preparation and distribution of the *Southern California Quarterly Meeting Directory* which includes the following:
  - a. Requesting from all Monthly Meetings and Worship Groups in the Quarter updated directory information before a specified deadline;
  - b. Establishing a publication budget and communicating it to Finance Committee; and keeping accurate records of expenses and receipts;
  - c. Selecting appropriate methods for preparation of the directory, including establishing its format and contents, and overseeing the physical production;
  - d. Selecting a vendor(s) for printing and assembling the directories;
  - e. Selecting an appropriate method of distribution for the directories, and determining the number of directories needed by each Monthly Meeting and Worship Group, as well as by Southern California and College Park Quarterly Meetings, Pacific Yearly Meeting, and other organizations such as AFSC and FCL;
  - f. Setting the price of directories and billing each Meeting and organization for copies ordered (Note: Invoices should specify that checks be payable to SCQM and mailed directly to the SCQM Treasurer.)
2. Setting policy on complimentary copies of the Directory.

The Clerk of the Committee is a member of Executive Committee. The Clerk is to see that minutes of Committee meetings are taken and kept in a permanent file.

## COMPOSITION AND TERM OF OFFICE

The Directory Committee consists of two to four members, including the Database Clerk and one to three others, ideally with rotating three-year terms. All members are nominated by the Nominating Committee and appointed by the Quarter. The senior member or the Database Clerk may serve as clerk, or the Committee may choose a clerk from its members. It is helpful for members to be knowledgeable about computers and databases.

## MEETINGS

There is at least one meeting per year, but additional meetings may be called by the clerk.

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## **FINANCE COMMITTEE**

### **FUNCTION**

The Finance Committee oversees the finances of Southern California Quarterly Meeting.

### **RESPONSIBILITIES**

The Finance Committee is responsible for:

1. Overseeing the approval of a budget for the following fiscal year at the Spring gathering of the Quarterly Meeting. This responsibility generally includes:
  - a. Asking committee Clerks and Officers for budget requests,
  - b. Holding a Finance Committee meeting to draft a proposed budget,
  - c. Computing the per-member contribution needed from Monthly Meetings to meet the proposed budget, and
  - d. Presenting the proposed budget to a Meeting for Business at the Spring Quarterly gathering for discussion and approval.
2. Proposing to the Quarterly Meeting the expected per member contribution that will be required from Monthly Meetings to meet the approved budget.
3. Receiving periodic summaries of income and expenses from the Treasurer.
4. Consulting with and advising the Treasurer regarding any major departures from the budget, such as inadequate income or excessive expenses, evaluating these in terms of the budget and any special requests, and making needed recommendations to Executive Committee and/or Quarterly Meeting as appropriate.
5. Receiving and evaluating special requests for funds by committees of the Quarter and other special requests by Friends; and working with a liaison person on special projects requiring unusual budget requests to arrange the finances of the project.
6. Recommending to the Quarterly Meeting financial policies regarding such things as stipends, endowments, fund-raising, etc.
7. Performing other tasks for the Quarter as may be requested.

The Clerk of the Committee is a member of Executive Committee. The Clerk is to see that minutes of Committee meetings are taken and kept in a permanent file.

COMPOSITION AND TERM OF OFFICE: The Committee has two to four members, including the Treasurer who serves as an *ex-officio* member. Members are nominated by Nominating Committee and appointed by the Quarter, serving, ideally, rotating three-year terms.

MEETINGS: The Committee has at least one meeting annually to prepare the budget, with other meetings called by the Clerk as needed.

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## MINISTRY AND COUNSEL (M&C) COMMITTEE

### FUNCTION

The M&C Committee of Quarterly Meeting is concerned with the spiritual life of and fellowship among Monthly Meetings and Worship Groups within the Quarter. This includes care and counsel of Monthly Meetings and Worship Groups, aid in the nurture of the spiritual life of Friends in the area, and counsel concerning the good order and spiritual life of Quarterly gatherings.

### RESPONSIBILITIES

The M&C Committee is responsible for:

1. Collecting State of the Meeting reports from all Monthly Meetings and Worship Groups in the Quarter, arranging for these reports to be shared within the Quarter, and sending them to the Clerk of Ministry and Oversight of the Pacific Yearly Meeting in time for them to be used by that Committee to prepare for the annual gathering of Pacific Yearly Meeting. This usually includes:
  - a. Reminding Monthly Meetings and Worship Groups of the dates that their State of the Meeting reports are due;
  - b. Reminding Monthly Meeting and Worship Groups periodically of the guidelines for the condition of these reports;
  - c. Presiding at the reading of these reports during Quarterly plenary sessions.
2. Assisting Executive Committee in the planning and development of program aspects of the annual fellowship retreat gathering. This may include:
  - a. Recommending possible themes for the retreat gathering;
  - b. Selecting and inviting resource people to speak to our spiritual condition;
  - c. Planning small groups and/or workshops related to the selected theme; and
  - d. Selecting and providing guidance for leaders for small groups at Quarterly gatherings.
3. Finding ways to deepen the spiritual life of the Quarter, for example by sponsoring retreats, workshops, and/or speakers, supporting Friends traveling within the Quarter with special concerns, and/or encouraging joint activities of Monthly Meetings.

4. Providing support and assistance to Monthly Meetings and Worship Groups in need of revitalization, as recommended in *Faith and Practice* of Pacific Yearly Meeting.
5. Considering and finding ways to work out problems referred to it by the Quarterly Meeting, the Executive Committee, or the Clerk of the Quarter.
6. Presiding at meetings for worship during Quarterly gatherings.
7. Arranging formal visitations to Monthly Meetings and Worship Groups in the Quarter either by Committee members or co-opted experienced Friends.
8. Encouraging informal visitation among Friends.
9. Providing care and counsel in the laying down of Monthly Meetings, which may involve holding clearness committees, assisting in transfer of memberships into alternative Monthly Meetings, and informing Pacific Yearly Meeting.

The Clerk of the M&C Committee serves on Executive Committee and the Committee to Name the Nominating Committee (as convener). The Clerk should also see that minutes of Committee meetings are taken and kept in a permanent file.

**COMPOSITION AND TERM OF OFFICE:** The Committee is composed of at least nine members, serving rotating three-year terms, nominated by the Nominating Committee and appointed by the Quarter. The Clerk of the Quarter also serves as an *ex-officio* member.

**QUALIFICATIONS:** Members should be (a) a member of a Monthly Meeting in the Quarter, (b) spiritually sensitive and experienced in Quaker process, and (c) able to serve on a working committee.

## MEETINGS

Normally this Committee is expected to meet at least six times a year. Committee meetings should be scheduled to permit timely accomplishment of Committee responsibilities, especially with regard to Quarterly gatherings.

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## NEWSLETTER COMMITTEE

### FUNCTION

The Newsletter Committee advises the publisher of the *Quarterly Report*, and assists with mailings and other administrative tasks as needed.

### RESPONSIBILITIES

This Committee is responsible for:

1. Advising the Publisher of the *Quarterly Report*, as requested by either the Publisher or the Executive Committee of the Quarter, on matters of policy or format.
2. Assisting with mailings of hard copies of the *Quarterly Report* when needed. Generally, different Meetings within the Quarter hold “mailing parties” whenever hard copies of the *Quarterly Report* are to be mailed. Members of the Newsletter Committee can be useful participants in these mailing parties, since they can offer consistency and historical precedent as well as extra hands.
3. Keeping records of expenses for the distribution of the newsletter, and requesting payment from the Treasurer for reimbursable expenses.

The Clerk of the Committee is a member of Executive Committee. The Clerk is to see that minutes of Committee meetings are taken and kept in a permanent file.

### COMPOSITION AND TERM OF OFFICE

The Newsletter Committee consists of up to four members, including the Publisher of the *Quarterly Report* and others with rotating three-year terms. All members are nominated by the Nominating Committee and appointed by the Quarter. The senior member may serve as clerk, or the Committee may choose a clerk from its members. It is helpful but not essential for members to be knowledgeable about desktop publishing.

### MEETINGS

The committee meets only at the call of the clerk.

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## NOMINATING COMMITTEE

### FUNCTION

The Nominating Committee finds persons qualified and willing to serve as officers, clerks and members of standing committees, and various other positions specified in the *Job Description Handbook for Southern California Quarterly Meeting*, as required to fill both new positions and vacancies.

### RESPONSIBILITIES

The Nominating Committee is responsible for:

1. Becoming familiar with the job descriptions for all officers, committees, liaison persons, and other positions.
2. Finding suitable replacements for all persons whose term of office is ending, trying to provide a balance of age, gender, theological diversity, and geographical distribution among members of each committee and among officers. Persons chosen are to be informed of the job description for the position, and the person's acceptance of the nomination must be obtained. Persons may succeed themselves in an office or committee membership, provided that consideration is given to the criteria above. As a general policy, appointment to the same position for more than six consecutive years is to be avoided when possible.
3. Preparing a listing of the names, home meetings, and terms of office of existing officers, committee members, liaisons, and other positions as well as those being nominated and seeing that this listing is published in the *SCQM Quarterly Report* at least six weeks prior to the Spring Quarterly Meeting.
4. Taking appropriate action on any comments and suggestions from members of Quarterly Meeting after the proposed list of candidates is published and before the Spring Quarterly Meeting.
5. Presenting the list of nominations for approval at the Spring Quarterly Meeting for Business.
6. Finding qualified persons to fill vacancies that occur at times other than the normal ending of the term of office at Spring Quarterly Meeting for Business, and presenting these candidates at the next SCQM Meeting for Business.

The Clerk of the Committee serves on Executive Committee.

## COMPOSITION AND TERM OF OFFICE

The Committee consists of three persons, serving rotating three-year terms; they are nominated by the Committee to Name the Nominating Committee and appointed by the Quarterly Meeting. Members should be experienced Friends with wide acquaintanceship throughout the Quarter. Good choices include past committee clerks, past members of Meeting Nominating Committees, and past members of committees dealing with children or teens in the Quarter, Generally the person with seniority on the Committee is Clerk, but the Committee may appoint another member as Clerk.

## MEETINGS

The Committee meets at least once during the year, to prepare for the turnover in the slate of officers and committee members, preferably in February or March. Other meetings are at the call of the Clerk of the Committee and may occur by telephone.

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## PEACE AND SOCIAL ORDER (P&SO) COMMITTEE

### FUNCTION

The P&SO Committee of Quarterly Meeting is concerned with social, public policy, and peace-related issues, after the manner of Friends and guided by Friends' testimonies. It serves as a forum for peace and social action committees of Monthly Meetings and Worship Groups in the Quarter.

### RESPONSIBILITIES

The P&SO Committee is responsible for:

1. Providing a forum for members of peace and social order-related committees of Monthly Meetings and Worship Groups to share experiences, interests, and concerns, and to receive support from the broader Quaker community in Southern California.
2. Receiving concerns from Monthly Meetings, Pacific Yearly Meeting, and other bodies of Friends in the form of Minutes, presentations by individuals, letters from individuals, or by other means.
3. Seasoning concerns, including such activities as:
  - a. determining (by a sub-committee if appropriate) whether related concerns should be consolidated for action, whether the concern is one facet of a complex problem and should be expanded, whether other groups are so active that Friends' energy would be more significant in other work, or just to get more information;
  - b. distributing background and resource material to Monthly Meetings or individual Friends in advance of anticipated discussion;
  - c. writing Minutes for presentation to a Quarterly Meeting for Business session;
  - d. returning a concern brought directly by an individual to that person's Meeting or, if warranted, to all Meetings of the Quarter, for review and recommendations;
  - e. laying over a decision so action will not be taken in undue haste; and
  - f. using other means as occasion may demand.
4. Reporting on matters of interest and concern and making recommendations for action when appropriate directly to the Quarterly Meeting at Meetings for Business, and/or by contact with or mailings to individual Monthly Meetings and Worship Groups, and/or by publication in the SCQM Quarterly Report.

The Clerk of this Committee serves on the Committee to Name the Nominating Committee, and is a member of the Executive Committee. The Clerk is to see that minutes of Committee meetings are taken and kept in a permanent file.

## COMPOSITION AND TERM OF OFFICE

Participation in Committee activities is open to all interested persons. Each Monthly Meeting and Worship Group is invited to send one or more individuals, usually member(s) of its own peace-related committee, to attend meetings of this Committee. There is also a Steering Committee to facilitate communication and coordination. In addition to the Clerk, there may also be a Co-clerk or Recording Clerk. Both the Clerk and Co-clerk or Recording Clerk are nominated by the Nominating Committee and appointed by the Quarterly Meeting for rotating three-year terms.

## QUALIFICATIONS

The Clerk of the Committee and the Co-clerk or Recording Clerk should be active in a Monthly Meeting of Southern California Quarter and familiar with Friends' manner of conducting business, especially procedures for concerns and Minutes.

## MEETINGS

The Committee meets at least once annually during Quarterly retreat weekends. Other meetings may be called as needed.

## **STEERING COMMITTEE OF THE P&SO COMMITTEE**

### FUNCTION

The Steering Committee of the P&SO Committee provides experienced, knowledgeable Friends for continuity in the functioning of the P&SO Committee.

### RESPONSIBILITIES

The Steering Committee is responsible for:

1. Guiding, advising and assisting the Clerk of the P&SO Committee, including such things as planning the agenda, arranging for speakers, rewriting Minutes, and preparing the State of the Committee Report;
2. Attending and participating in P&SO Committee meetings;
3. Keeping open communication with the Clerk of the Committee as needed.

## COMPOSITION AND TERM OF OFFICE

Two to four individuals, experienced in Friends' ways, who are nominated by the Nominating Committee and appointed by the Quarter for rotating three-year terms.

## MEETINGS

Steering Committee members meet as part of the P&SO Committee meetings, but they may also meet between Quarterly gatherings, either by telephone or in person.

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## QUAKER ADVENTURES COMMITTEE

### FUNCTION

The Quaker Adventures Committee encourages spiritual growth and education in Friends' ways of junior Friends through planned programs and activities during Quarterly Meeting gatherings. A goal is to develop a sense of Quaker identity among junior Friends.

### RESPONSIBILITIES

The Committee is responsible for:

1. Planning, administering, and supervising programs and activities for youth of junior and senior high school ages who attend gatherings of the Quarterly Meeting. This is primarily at the Fall Fellowship weekend; programs and activities at other Quarterly gatherings may occur as well if the youth and committee feel led to hold them on those occasions. Whenever possible, the program should tie in with the theme of the adult gathering.
2. Ensuring that signed permission and release-from-liability forms are in-hand for each junior Friend attending a Quarterly gathering and that drivers have state-required automobile insurance.
3. Arranging scheduling and space requirements with Arrangements Committee and publishing plans for the program in the *SCQM Quarterly Report* at least 6 weeks before each gathering.
4. Sponsoring (including the planning, arranging and supervising) other junior Friends' activities between Quarterly gatherings, as occasion may arise; and publicizing these events for junior Friends through Monthly Meetings, the *SCQM Quarterly Report*, flyers, etc. as appropriate.
5. Soliciting and evaluating suggestions for programs from teenagers, parents and other individual Friends throughout the Quarter.
6. Keeping accurate accounting records of expenses for Quaker Adventure events.
7. Considering fund raising activities to enable teenagers to participate in events that occur at times other than Quarterly Meeting gatherings.
8. Coordinating plans and activities with SCQM/AFSC Youth Service Projects Committee, Religious Education Committee, as needed.

The Clerk of the Committee is a member of Executive Committee, and an ex-officio member of Arrangements Committee. The Clerk is also expected to meet at least annually with the Clerks of the other two committees working with children and youth of the Quarter for intercommunication and coordination. Finally, the Clerk is to see that minutes of Committee meetings are taken and kept in a permanent file.

**COMPOSITION AND TERM OF OFFICE:** The Quaker Adventures Committee is composed of seven members. Youth are encouraged to serve. Adults serve rotating three-year terms, but youth may be appointed for one-year terms. All members are nominated by Nominating Committee and appointed by Quarterly Meeting.

**QUALIFICATIONS:** Adult members should have an interest in teenagers and their transition into adulthood as well as their growth as Quaker youth. Youth members should have an interest in promoting the program.

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## RELIGIOUS EDUCATION COMMITTEE

### FUNCTION

The Religious Education Committee of Quarterly Meeting encourages the spiritual growth of the children of the Quarter both by overseeing all planned children's activities during Quarterly gatherings and by acting as a resource on religious education to Monthly Meetings.

### RESPONSIBILITIES

The Religious Education Committee is responsible for:

1. Planning programs for children (ages preschool through sixth grade) and providing arrangements for the care of infants and toddlers who attend gatherings of the Quarterly Meeting. Whenever possible, the children's program should tie in with the theme of the adult gathering.
2. Ensuring that signed permission and release-from-liability forms are in-hand for each child attending a Quarterly gathering and that vehicles have state-required liability insurance.
3. Arranging scheduling and space requirements with Arrangements Committee and publishing plans for the children's program in the *SCQM Quarterly Report* at least 6 weeks before each gathering.
4. Soliciting and evaluating suggestions for children's activities from parents, staff and other interested individuals.
5. Communicating with and coordinating plans and activities as needed with the other committees involved in the spiritual growth of the children and youth of the Quarter (i.e. Quaker Adventures Committee and AFSC/SCQM Youth Service Projects Committee).
6. Serving as a resource for local First Day School committees or for Friends interested in education by, for example, holding open meetings or workshops dealing with problems and techniques, reviewing religious education materials for children, or consulting with individual Meetings.

The Clerk of the Committee is a member of the Executive Committee, serves on the Committee to Name the Nominating Committee, and is an *ex-officio* member of Arrangements Committee. The Clerk is to meet at least annually with the Clerks of the other three committees working with children and youth of the Quarter for

intercommunication and coordination. In addition, the Clerk is to see that minutes of Committee meetings are taken and kept in a permanent file.

Members of the Religious Education Committee are expected to participate actively in the children's program during Quarterly Meeting gatherings, as needed.

**COMPOSITION AND TERM OF OFFICE:** The Committee consists of six members with rotating three-year terms; they are nominated by the Nominating Committee and appointed by the Quarter.

**QUALIFICATIONS:** Members should enjoy children and have an interest in their spiritual growth both as individuals and potentially as future Quakers. Previous experience with a children's education program in a Quaker context is helpful.

**MEETINGS:** The Committee generally meets once between each Quarterly gathering, far enough in advance to plan the program and to provide notice to the *SCQM Quarterly Report* for announcement. Other meetings are at the call of the Clerk.

Revised 5/06

## RETREATS COMMITTEE

### FUNCTION

The Retreats Committee of Quarterly Meeting organizes retreats for members, attenders and young people of the Quarterly Meeting.

### RESPONSIBILITIES

The Retreats Committee is responsible for:

1. Receiving and evaluating suggestions for retreats; and setting topics, times, locations, and the nature of the camping trips and other outings.
2. Arranging details including reservations, permits, and deposits; securing leadership and resource people when appropriate; working with facilities to provide for the needs of participants; and providing equipment assistance when needed.
3. Publicizing scheduled retreats in a timely manner, using and maintaining a mailing list of past retreat participants and other interested F/friends, in addition to the Monthly Meeting Clerks and Representatives; and using the *SCQM Quarterly Report* and Quarterly e-list when appropriate.
4. Receiving notices of participation, and registrations and fees when necessary, and establishing a waiting list if needed.
5. Keeping an accurate accounting of expenses, and submitting to the Treasurer a signed request for payment for reimbursable expenses.
6. Arranging for the treasurer to notify the current insurance carrier of all retreat dates.

The Clerk of the Committee is a member of Executive Committee.

**COMPOSITION AND TERM OF OFFICE:** There are four to six members serving rotating three-year terms, named by Nominating Committee and appointed by Quarterly Meeting. If Quarterly Meeting does not appoint a Clerk, the members may select their own Clerk.

**QUALIFICATIONS:** Attendance at previous retreats is helpful.

**MEETINGS:** Meetings are called as needed.

Revised 5/06

**SECTION 2**  
**INDIVIDUAL POSITIONS**

## CLERK OF THE QUARTER

### FUNCTION

The Clerk of the Quarter oversees the overall functioning of the Quarterly Meeting, including assuring that any directives of the Quarterly Meeting are carried out. At the same time, the Clerk of the Quarter serves as President of the non-profit Corporation known as Southern California Quarterly Meeting (SCQM). [Note: According to the Bylaws of SCQM, all gatherings of the Quarterly Meeting are meetings of the Corporation and the Executive Committee of Quarterly Meeting serves as the Board of Directors for SCQM.]

### RESPONSIBILITIES

The Clerk of the Quarter is responsible for:

1. Preparing an agenda for each business session of the Quarterly Meeting prior to these sessions, incorporating matters recommended or referred by Executive Committee and/or other committees.
2. Presiding at business sessions of the Quarterly Meeting in a manner that encourages a spirit of worship and ensures that all persons present are included in the proceedings; and arranging for a qualified substitute if unavoidably prevented from attending a business session of the Quarter.
3. Gathering the sense of the meeting and formulating minutes reflecting it when Friends appear to have reached unity on an action to be taken; as well as helping to facilitate a synthesis of differing views by clarifying issues and summarizing views that have been expressed; or laying over or delegating to the appropriate officer or committee any matter that cannot be settled in a timely manner during any one business session.
4. Refraining from leading with his/her own views on an issue, or, if near the end of a discussion, asking the meeting for permission to present his/her view if it has not and needs to be presented; or, asking another Friend to preside over the consideration and minuting of any controversial matters on which s/he has such strong views that s/he feels a need to express those views, and/or is unable to preside with an open attitude.
5. Seeing that instructions of the Quarterly Meeting are carried out and attending to other matters that arise out of business sessions of the Quarter, including composing or delegating the composition of appropriate correspondence.
6. Keeping in touch with all committees and officers in order to be assured that the work of the Quarter is being carried out.

7. Serving as an *ex-officio* member of all Quarterly Meeting standing and *ad hoc* committees except the Nominating Committee, and being available to Nominating Committee for consultation.
8. Serving as clerk of the Executive Committee, including preparing agendas for and presiding at meetings of Executive Committee.
10. Assuring that a full and accurate record of all proceedings is made and kept, and that announcements of gatherings and minutes of meetings are distributed in a timely fashion.
11. Helping with the orientation of new committee clerks, including giving them a current *Job Description Handbook*.
12. Serving as President of the Board of Directors of the Corporation (Executive Committee).
13. Working closely with the Assistant Clerk, delegating administrative tasks as appropriate.

## QUALIFICATIONS

The Clerk of the Quarter should be a member of Southern California Quarterly Meeting who has the confidence of Friends and manifests sensitivity and respect for others. The Clerk should be spiritually sensitive and be able to listen receptively, comprehend readily, evaluate comments and expressions, including silent ones, and be able to make clear and concise statements to present information and clarify issues. A good sense of timing is also important. The Clerk should have knowledge of *Faith and Practice* of Pacific Yearly Meeting and be cognizant of previous actions and policies of the Quarter through years of attendance and/or a reading of the Minutes of previous Quarterly gatherings.

## TERM OF OFFICE

The Clerk of the Quarter is nominated by the Nominating Committee and appointed by the Quarterly Meeting to serve a term of three years.

Revised 5/06



## ASSISTANT CLERK

### FUNCTION

The Assistant Clerk assists the Clerk of the Quarter in carrying out her/his administrative functions. [Note: It should not be assumed that the Assistant Clerk will become the next Clerk of the Quarter, although this is not prohibited.]

### RESPONSIBILITIES

The Assistant Clerk is responsible for:

1. Duplicating in advance and making available agendas and other documents needed for (a) business sessions of the Quarterly Meeting and (b) meetings of the Executive Committee of Quarterly Meeting.
2. Attending all business sessions of the Quarterly Meeting and meetings of the Executive Committee of Quarterly Meeting.
3. Seeing that minutes are distributed within four weeks after the session at which the minutes were taken. Minutes of Quarterly Meeting business sessions are sent separately to all Monthly Meeting Clerks and Representatives to Quarter, Worship Group correspondents, Quarterly Meeting officers and committee clerks, the newsletter editor, the Clerk of College Park Quarter, the editor of *Friends Bulletin*, and others as may be instructed or requested. Minutes of Executive Committee meetings are sent to clerks and officers of the Quarter and to Representatives.
4. Keeping track of instructions of the Quarterly Meeting and other matters arising out of business sessions of the Quarterly Meeting and meetings of the Executive Committee, and reminding the Clerk of the Quarter of such instructions and matters when appropriate.
5. Composing correspondence for the Clerk of the Quarter when asked to do so.
6. Keeping in touch with all committee clerks and officers in order to be assured that the work of the Quarter is being carried out, and reminding appropriate committee clerks and officers when regularly scheduled agenda items, such as nominations and budget, are due.
7. Seeing that the Treasurer files all documents with the State as are required of a non-profit religious corporation.
8. Helping with the orientation of new committee clerks, including giving them a current Job Description Handbook.

9. Performing other tasks that serve to assist the Clerk of the Quarter in carrying out her/his administrative duties.
10. Reporting Quarterly Meeting activities to local media when those activities are considered to have wide enough interest to be written about in local newspapers.

#### QUALIFICATIONS

The Assistant Clerk should be a person with good organizational skills, as well as a willingness to pay attention to the Clerk of the Quarter and assist in whatever ways make sense. The Assistant Clerk should have knowledge of *Faith and Practice* of Pacific Yearly Meeting.

#### TERM OF OFFICE

The Assistant Clerk is nominated by the Nominating Committee and appointed by the Quarterly Meeting to serve a term of three years.

Created 3/06

## DATABASE CLERK

### FUNCTION

The database clerk maintains the SCQM database of members of attenders of Meetings and Worship Groups that belong to the Southern California Quarterly Meeting, and assists with the production of an annual SCQM Directory. Communication via email is also maintained by this position.

### RESPONSIBILITIES

The database clerk is responsible for:

1. Receiving address correction forms and other updated information about members and attenders of Meetings and Worship Groups in SCQM, and periodically updating the SCQM database with this updated information.
2. Producing, when requested by appropriate individuals, targeted mailing labels for the publisher of the *Quarterly Report*, clerks of SCQM committees, and others.
3. Using guidelines established by the Quarter to recognize appropriate individuals for receiving mailing labels, or else obtaining approval from the Clerk of the Quarter.
4. Sending requests annually to database clerks or other appropriate individuals from SCQM Meetings and Worship Groups seeking updated information on their members and attenders for publication in the SCQM Directory. Note that this is usually best accomplished by including with each request the current listing of members and attenders from that Meeting or Worship Group, and asking specifically that all changes be made to that listing.
5. Following-up on requests for updated information when it has not been received in a timely fashion.
6. Updating the SCQM database annually with the new or revised information from local Meetings and Worship Groups.
7. Producing copy-ready version of pages for the annual SCQM Directory.
8. Arranging -- with the assistance of the Directory Committee -- to have the SCQM Directory published (i.e. reproduced, collated, bound, etc.) and distributed.
9. Keeping track of all costs associated with producing the annual SCQM Directory, and seeking payment for reimbursement for these costs from the treasurer.

10. Serving as a member of the Directory Committee and sharing responsibilities with that committee for publishing and distributing the directories themselves.
11. Transmitting email notices to those in the Quarter who opt-in to the SCQM Edist Listserv, following the SCQM Email policies approved by the Quarter.
12. Processing requests for removal or additions to SCQM Edist in a timely manner.

The Database Clerk is a member of Executive Committee.

## QUALIFICATIONS

Knowledge of computers and database software. Willingness to be proactive with Meetings and Worship Groups in obtaining annually updated information from them. Knowledge of appropriate use of bulk or mass emailing protocols.

## TERM OF OFFICE

The database clerk is nominated by the Nominating Committee and appointed by the Quarterly Meeting for a three-year term. It is helpful to the Quarter if the database clerk accepts at least 3 consecutive 3-year terms for a total of at least 9 years

Revised 3/10/06

## CLERKS OF QUARTERLY MEETING COMMITTEES

### FUNCTION

Clerks of committees facilitate the work of their committees by seeing that tasks are shared by the members and appropriately completed.

### RESPONSIBILITIES

Clerks are responsible for:

1. Arranging for committee meetings as needed to carry out the responsibilities of the committee.
2. Seeing that all committee members, the Clerk of the Quarter, any ex-officio members, and others who need to know of the committee meeting are notified at least several weeks in advance of a meeting.
3. Preparing an agenda for each committee meeting prior to the meeting.
4. Presiding at committee meetings in a manner that encourages a spirit of worship and ensures that all persons present are included in the proceedings; helping to facilitate a synthesis of differences by summarizing views and clarifying issues; gathering and formulating the sense of the meeting by stating a Minute when Friends appear to have reached unity on an action to be taken; refraining from leading with her/his own views, or if, at any time, he/she feels unable to preside with an open attitude, asking another Friend to preside during consideration and minuting of the matter.
5. Seeing that minutes are taken at committee meetings and kept in a permanent file to be turned over to the next clerk at the end of the current clerk's term; sending a copy of each committee meeting's minutes to the Clerk of the Quarter (if desired by that Clerk); and at the beginning of each term, reviewing the permanent file and sending anything older than five years to the permanent archives of Quarterly Meeting in the library at Whittier College.
6. Finding someone qualified to preside at committee meetings if unable to attend.
7. Seeing that committee business is attended to, and that any instructions of Quarterly Meeting are carried out.
8. Being present at and participating in Executive Committee meetings, and informing Executive Committee of concerns that need to be included in the agenda of Quarterly Meeting business sessions.

9. Preparing annually a brief State of the Committee Report, detailing the functioning of the committee, with a written copy for the Recording Clerk of the Quarter.
10. Preparing annually a budget and submitting it to the Finance Committee at least several weeks prior to the spring Quarterly meeting, or when requested by the Finance Committee.
11. Checking and verifying statements of reimbursable expenses submitted by committee members; and if appropriate, forwarding them to the Treasurer with a request for reimbursement.
12. Assisting in orientation of new committee members and distributing relevant sections of the *Job Description Handbook* to them.
13. Counseling with committee members who do not attend and/or who do not carry through on tasks undertaken.
14. Notifying the Nominating Committee Clerk of vacancies that may occur on the committee during the year.
15. Sending information about the committee's business matters to Executive Committee and other committee clerks as needed. Materials regarding the committee's concerns and/or work may also be sent to the *SCQM Quarterly Report* for possible publication.

## QUALIFICATIONS

Clerks should understand how business should be conducted after the manner of Friends. A clerk should be able to listen receptively, comprehend readily, and evaluate comments and expressions, including silent ones, and be able to make clear and concise statements to present information and clarify issues. A good clerk has respect for and sensitivity to others as well as the ability to initiate the work of the committee and see that it is carried through to completion.

## APPOINTMENT

Generally, clerks are nominated by the Nominating Committee and approved by the Quarter, but some smaller committees select their own clerks.

Revised: 5/06

## **CONCERNS COMMITTEE MEMBERS for the Pacific-Ackworth Friends School**

### **BACKGROUND:**

The Pacific Ackworth Friends School is a nonprofit corporation that is responsible for operating the school that calls itself the Pacific Friends School. Members of this Corporation meet once a year in June, at which time they name officers for the Corporation and a Board of Directors (also known as the Concerns Committee). The current set of bylaws (as amended June 23, 1990) provides that SCQM appoint two of the 12-member Concerns Committee (i.e. the Board of Directors of the Corporation). [This provision was based on an agreement between SCQM and the Pacific Ackworth Friends School on January 5, 1965.] The Board of Directors is to conduct its business after the manner of Friends.

The SCQM-appointed members of the Pacific Ackworth Friends School Concerns Committee participate as regular members of the Concerns Committee -- whose primary concern is providing oversight to the running of the Pacific Friends School.

### **RESPONSIBILITIES**

The SCQM-appointed members of the Concerns Committee are responsible for:

1. Helping to keep the School aware of the methods and concerns of Friends in their manner of doing business, social concerns, and ideals of education.
2. Presenting to the Concerns Committee questions or concerns of Quarterly Meeting.
3. Helping to interpret to Quarterly Meeting the aspirations and needs of the School.
4. Guiding the School in communicating with Quarterly Meeting and Pacific Yearly Meeting, when needed.
5. Helping to channel Friends' interests, concerns, and energy, whether individual or group, on behalf of the furtherance of the ideals of the School.
6. Serving on other committees of the School (if interested and able), such as Personnel, Finance, Admissions, Nominating, etc.

COMPOSITION AND TERM OF OFFICE. Two SCQM-appointed members are nominated by the Nominating Committee and appointed by Quarterly Meeting for three-year terms.

QUALIFICATIONS: Familiarity with Quaker process and methods of conducting business, an interest in the education and care of young children, and an understanding of Friends' principles of conducting a business enterprise.

MEETINGS: The Concerns Committee meets quarterly (or more often when needed).

Revised 8/05



## **LIAISONS TO OTHER ORGANIZATIONS**

### **FUNCTION**

A person appointed to a liaison position maintains two-way communication between the Quarterly Meeting and the organization to which they are serving as liaison..

### **RESPONSIBILITIES**

A liaison is responsible for:

1. Developing and maintaining Friendly working relationships between the specified organization and the Quarterly Meeting.
2. Transmitting to the other organization concerns and feelings arising within the Quarterly Meeting that relate to issues involving the other organization.
3. Transmitting concerns and information from the other organization to the Quarterly Meeting, when appropriate.
4. Serving on joint committees, as needed, and attending meetings of the other organization when appropriate.

### **QUALIFICATIONS**

Persons in a liaison position should be members or attenders of a Monthly Meeting or Worship Group that belongs to SCQM. Familiarity with Quaker process and practice is important.

### **TERM OF OFFICE**

Liaison persons are nominated by Nominating Committee and appointed by the Quarterly Meeting for a three-year term.

Revised 5/06

## **MEMBERS OF COMMITTEES**

### **FUNCTION**

Committee members assist the committee's Clerk in carrying out the work of the committee, sharing as Light is given in the work of the committee.

### **RESPONSIBILITIES**

A committee member is responsible for:

1. Attending committee meetings or informing the Clerk prior to the meeting when s/he is unable to attend.
2. Telling the Clerk about items s/he thinks should be on the agenda before the meeting.
3. Speaking briefly and to the point during meetings; letting the committee know when s/he is not comfortable with a decision being reached, and explaining the reason for discomfort; listening, even beyond words, to the concerns of others on the committee.
4. Respecting and practicing the Quaker process of conducting business, including seeking unity on all decisions.
5. Following through on commitments made, or letting the Clerk know as soon as possible if s/he will not be able to follow through on a commitment.

### **QUALIFICATIONS**

Member or attender of a Monthly Meeting or Worship Group that is a member of Southern California Quarterly Meeting, as well as an interest in or special ability related to the committee for which s/he is being considered.

### **TERM OF OFFICE**

Members of a committee are named by Nominating Committee and appointed by Quarterly Meeting for terms of three years.

Revised 3/06

## **OBSERVER-DELEGATE TO THE SOUTHERN CALIFORNIA ECUMENICAL COUNCIL**

### **FUNCTION**

The Observer-Delegate to the Southern California Ecumenical Council provides a Quaker presence on this council of Christian denominations, represents the Southern California Quarterly Meeting of the Religious Society of Friends as a non-voting member at meetings of the Board of the Southern California Ecumenical Council, and reports back to the Quarter on the actions of the Council when appropriate.

### **RESPONSIBILITIES**

The Observer-Delegate is responsible for:

1. Attending meetings of the Ecumenical Council Board and taking part in business of the Board; refraining from voting, but initiating and presenting concerns of interest to Friends for consideration and action by the Council.
2. Remaining alert to concerns coming before the Board that are of particular interest to Friends, and providing information on and otherwise supporting such concerns.
3. Preparing and presenting reports to the Quarterly Meeting on actions of the Council of interest to Friends, and submitting newsworthy information to the *SCQM Quarterly Report* for possible publication.

### **QUALIFICATIONS**

Member or attender of a Monthly Meeting or Worship Group that belongs to SCQM.. Familiarity with Quaker process and practice is important.

### **TERM OF OFFICE**

The Observer-Delegate is nominated by the Nominating Committee and appointed by the Quarterly Meeting for a three-year term. The Observer-Delegate is not eligible for Board offices or representation of the Board to related organizations.

### **MEETINGS**

The Board usually meets six times a year on a weekday from 10 a.m. to 2:30 p.m.

Revised 3/06

## **PUBLISHER, *SCQM QUARTERLY REPORT***

### **FUNCTION**

The publisher compiles and distributes the *SCQM Quarterly Report*. This newsletter is published before each Quarterly gathering. It announces these Quarterly gatherings including schedules and registration forms, keeps members of the Quarter apprised of upcoming meetings and other events, and publishes other information of interest to Friends.

### **RESPONSIBILITIES**

The publisher is responsible for:

1. Gathering information, news articles, and schedules of events for publication. This information may come from Executive Committee, the Clerk's Call to Meeting, Ministry and Counsel's description of the Program Theme, Arrangements Committee's Registration Form, host Meetings (when applicable), and others as appropriate.
2. Compiling, formatting and distributing the *SCQM Quarterly Report* in both electronic and print versions.
3. Sending the electronic version to both the Webmaster for posting on the SCQM web site and to the Database Clerk for distribution to the SCQM Listserve. Electronic version needs to be reviewed to ensure no personal contact information is distributed without following the Policy and Guidelines of the SCQM web site.
4. Making arrangements for getting assistance with the reproduction, collating, folding and labeling of each issue of the printed newsletter.
5. Requesting appropriate address labels from the Database Clerk in order to mail a hard copy of the newsletter to opt-in persons listed in the *SCQM Directory*. Note: On the printed version, be sure to include a notation for "Address Service Requested".
6. Giving address corrections to the Database Clerk.
7. Following postal regulations, including keeping the bulk mailing permit in good order when it is being used.
8. Keeping accurate records of the expenses involved in publishing the newsletter, and requesting payment for reimbursable expenses from the Treasurer.
9. Seeking guidance from the Executive Committee, which serves as the Editorial Board for the newsletter, when setting policy and guidelines for the newsletter.

The Publisher is a member of Executive Committee and the Newsletter Committee, and an *ex-officio* member of Arrangements Committee.

#### QUALIFICATIONS

It is desirable for the Publisher to have knowledge of newsletter editing and reproduction, knowledge and the use of computer desk-top publishing, and facility with language.

#### TERM OF OFFICE

The Publisher is nominated by the Nominating Committee and appointed by the Quarterly Meeting for a three-year term.

Revised 5/06

## RECORDING CLERK

### FUNCTION

The Recording Clerk minutes proceedings of meetings for business of the Quarterly Meeting and the Executive Committee, and keeps these minutes in a permanent file. In addition, the Recording Clerk serves as the historian for the Quarterly Meeting and provides *Friends Bulletin* with occasional articles that reflect the spirit and actions of the Southern California Quarterly Meeting.

### RESPONSIBILITIES

The Recording Clerk is responsible for:

1. Taking minutes at business sessions of the Quarterly Meeting, and at meetings of Executive Committee.
2. Helping the Clerk formulate minutes that capture the sense of the meeting. Such minutes may be read back to the session for immediate revisions and approval, especially when controversial or complicated issues have been considered.
3. Sending a preliminary draft of the minutes to the Clerk (for revision if needed) within two weeks after the session at which the minutes were taken.
4. Maintaining an index to the minutes of Quarterly Meeting. [Asst Clerk?]
5. Keeping a permanent file of the minutes, and periodically sending multiple sets of minutes to the SCQM archives at Whittier College for permanent storage. [Asst Clerk?]
6. Serving as Secretary of the Board of Directors of the Corporation (i.e. to the Executive Committee).
7. Organizing historical documents of the Quarter, and periodically sending them to the library at Whittier College for permanent storage
8. Reminding persons responsible for taking minutes of good archival practices. [Archivist or Asst Clerk?]
9. Providing *Friends Bulletin* with periodic articles that reflect the spirit and actions of the Southern California Quarterly Meeting in order that Friends in the larger community of Friends, including College Park Quarter, Pacific Yearly Meeting, and other Yearly Meetings served by the *Bulletin*, may be kept apprised of the work and the spirit of this Quarter. This may be accomplished by:

- (a) Writing a report based on minutes of the Quarterly Meeting and/or of Executive Committee meetings.
  - (b) Receiving and scanning all newsletters published by Monthly Meetings of the Quarter, and periodically summarizing activities or concerns for Friends Bulletin. [who gets them now??]
  - (c) Keeping informed about Quarterly Meeting actions and work that may be sufficiently interesting and important to become the core of an article for the Friends Bulletin.
  - (d) Arranging for reports of Retreats and other special events and/or ad hoc meetings to be prepared and sent to him/her for possible use in a *Bulletin* article.[]
10. Keeping informed about recent technology in storing records and advising the Quarterly Meeting as needed [Archivist or Asst Clerk?]

#### QUALIFICATIONS

The Recording Clerk should be a member of Southern California Quarterly Meeting, and should have knowledge of *Faith and Practice* of Pacific Yearly Meeting and of Quaker conduct of business. Facility in the use of language is a desirable attribute, as is an ability to attend to detail.

#### TERM OF OFFICE

The Recording Clerk is nominated by the Nominating Committee and appointed by the Quarterly Meeting for a term of three years.

Revised: 3/06

## **REPRESENTATIVES FROM MONTHLY MEETINGS AND WORSHIP GROUPS**

### FUNCTION

Representatives to SCQM from Monthly Meetings and Worship Groups assure that the views and positions of the Monthly Meeting or Worship Group they represent are heard during meetings for business of the Quarterly Meeting, and that decisions and issues before the Quarterly Meeting are communicated back to the Monthly Meeting or Worship Group being represented.

### RESPONSIBILITIES:

Representatives are responsible for:

1. Attending all gatherings of the Quarterly Meeting, including meetings for business, and participating as the Spirit leads; arranging for an alternate to represent her/his Monthly Meeting or Worship Group if unable to attend.
2. Expressing the concerns, views of and positions taken by the Monthly Meetings or Worship Groups they represent so that these concerns, views, and positions are heard by other members of the Quarter, while at the same time allowing themselves to be led by the Spirit when approval is sought for specific actions.
3. Taking back to their Monthly Meetings or Worship Groups the concerns, views, and positions of SCQM and reporting on the Quarterly Meeting sessions.
4. Picking up (at the end of both Spring and Fall Quarterly gatherings) any materials designated for their Monthly Meeting or Worship Group -- and making sure these materials are received by the appropriate individuals within their Monthly Meeting or Worship Group.
5. Announcing all upcoming SCQM events to their Monthly Meetings or Worship Groups and encouraging both members and attenders to come to these events.
6. Receiving extra hard copies of the *SCQM Quarterly Report* and distributing them to any persons attending their Monthly Meetings or Worship Groups who did not receive one through the mail; alerting members and attenders to watch for mailed copies of the Report.



## QUALIFICATIONS

Representatives are selected by the Monthly Meeting or Worship Group being represented. For SCQM to function well, representatives should be committed to attending SCQM, and should be able, while following the leadings of the Spirit, to communicate to the Quarterly meeting the sense of their Monthly Meetings.

## TERM OF OFFICE

The term is specified by the Monthly Meeting or Worship Group being represented.

Revised: 5/06

## TREASURER

### FUNCTION

The Treasurer keeps an accurate accounting of the monies of Southern California Quarterly Meeting (SCQM), as directed by the Quarterly Meeting.

### RESPONSIBILITIES

The Treasurer is responsible for:

1. Establishing and maintaining SCQM checking and savings accounts in appropriate financial institutions, which may from time to time be changed; and keeping accounts in a manner that permits easy auditing and budget control.
2. Advising Monthly Meetings of their expected per capita contribution to the Quarterly Meeting budget proposed by Finance Committee, and of the status of their accounts.
3. Preparing annual and periodic financial statements for Quarterly Meeting.
4. Filing documents with the State as are required of a non-profit religious corporation.
5. Providing Finance Committee with appropriate information so that it can prepare an annual budget proposal.
6. Serving as *ex-officio* member of the Quarterly Meeting Finance Committee and Arrangements Committee, and advising and making recommendations to these committees as needed.
7. Serving as a member of the Executive Committee, and giving information about finances as needed.

**TERM OF OFFICE:** The Treasurer is nominated by the Nominating Committee and appointed by the Quarterly Meeting for a term of three years.

**QUALIFICATIONS:** The Treasurer should be a member of Southern California Quarterly Meeting, and have some knowledge of finances and accounting procedures.

Revised: 6/13/05

## **TRUSTEES** **for the Pacific-Ackworth Foundation**

### **BACKGROUND**

The Pacific Ackworth Foundation is a nonprofit corporation that owns and maintains the property that is leased to Pacific Ackworth Friends School. This Foundation is governed by a Board of Trustees. The current bylaws of the Foundation (amended in May 2000), provide that SCQM appoint two out of a maximum of twelve Trustees to its Board of Trustees. The Board of Trustees is to conduct its business after the manner of Friends.

The two SCQM-appointed Trustees participate as regular members of the Board of Trustees -- whose primary concern is providing oversight to the property owned by the Pacific Ackworth Foundation.

### **RESPONSIBILITIES**

The SCQM-appointed members of the Pacific Ackworth Foundation Board of Trustees are responsible for:

1. Helping the Board of Trustees conduct its business after the manner of Friends.
2. Helping to interpret to Quarterly Meeting the aspirations and needs of the Foundation, when needed.
3. Guiding the Foundation in communicating with Quarterly Meeting and Pacific Yearly Meeting when needed.

**COMPOSITION AND TERM OF OFFICE:** The two SCQM-appointed members of the Pacific Ackworth Foundation Board of Trustees are nominated by the Nominating Committee and appointed by Quarterly Meeting for three-year terms.

**QUALIFICATIONS:** SCQM-appointed members of the Foundation Board of Trustees should have knowledge of *Faith and Practice* of Pacific Yearly Meeting and experience in the Quaker manner of conducting business.

**MEETINGS:** The Foundation Board of Trustees meets quarterly (or more often when needed).

Revised: 8/05

# WEBMASTER

## FUNCTION

The webmaster maintains the SCQM web site.

## RESPONSIBILITIES

The webmaster is responsible for:

1. Receiving files to be posted from the Database Clerk, Publisher of the *SCQM Quarterly Report*, or other appropriate individuals, and communicating to the sender when files have been received and posted.
2. Determining that files are appropriate for posting by following guidelines established by the SCQM Executive Committee and seeking approval from the Clerk of the Quarter whenever a file does not fit a pre-established guideline.
3. Posting appropriate files on the SCQM web site.
4. Backing up web site data at appropriate intervals.

## QUALIFICATIONS

Knowledge of procedures for updating websites on the Internet, maintaining reasonable security of web site data including appropriate back-ups and ensuring the privacy of individuals is not comprised in any way

## TERM OF OFFICE

The webmaster is nominated by the Nominating Committee and appointed by the Quarterly Meeting for a three-year term. However, it is helpful to SCQM when the webmaster is able to serve at least 4 consecutive 3-year terms or for 12 years.

Revised 3/06