

**ILLINOIS YEARLY MEETING**

**LOGBOOK**

**FOR**

**NOMINATING  
COMMITTEE**

**2007 Update**

## Contents:

- \* IYM Minutes concerning Nominating Committee
- \* Responsibilities of:
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- \* Job descriptions & pool of interested Friends for clerks & officers positions
- \* Descriptions of Standing Committees and pool of interested Friends
- \* Job descriptions for organization representatives & pool of interested Friends

## CHANGES IN NOMINATING PROCESS SINCE 1995

From 1995 IYM Minutes:

### AD HOC WORK COMMITTEE REPORT

(See Minute 14)

The work of the Nominating Committee in identifying the gifts which people bring to the Yearly Meeting needs to be affirmed by careful consideration of the names during the annual sessions. A preliminary presentation of their report early in the sessions followed by a final report before the close of the sessions will provide for this.

We recommend that the Yearly Meeting make the following changes in its process in order to facilitate the ongoing work of the Nominating Committee:

1. A Naming Committee of at least two seasoned Friends be appointed by the Yearly Meeting clerks at the fall Continuing Committee meeting.
2. The Naming Committee will be responsible for nominating people to serve on the Nominating Committee, reporting to the spring Continuing Committee.
3. Service on the Nominating Committee will usually be for three years with staggered terms.
4. The Nominating Committee will consist of at least three but not more than five members who represent the diverse geography of the Yearly Meeting.
5. The Naming Committee will appoint one person as clerk of the Nominating Committee.
6. The representatives are responsible for providing information about members and attenders of their monthly meeting to the Nominating Committee.

From 1996 IYM Minutes

(See Minute 11 – in part)

### FALL CONTINUING COMMITTEE

4. Clerks announce the Naming Committee
5. Allowing time for the Nominating Committee to work and for communication between clerks of Standing, Ad Hoc, and Planning Committees.

### SPRING CONTINUING COMMITTEE

4. The Naming Committee presents new Nominating Committee names and the clerk of the Nominating Committee to the Continuing Committee for approval. (New appointees are encouraged to participate in Nominating Committee meetings during the annual sessions. Their term begins at the close of the annual sessions.)
5. The Nominating Committee will meet at the spring Continuing Committee and will communicate with representatives about names from their monthly meetings.

From 10/31/98 Minutes of Continuing Committee:

Ministry and Advancement reports that a new member was added to the committee without prior consultation with M&A by the Nominating Committee. Although this practice is indicated in the IYM handbook, however, it has not been the practice for several years. Continuing Committee recommends that the IYM handbook be modified to reflect the practice of Nominating Committee bringing names forward to M&A for consideration prior to bringing nominations to the IYM sessions. M&A has written suggested wording for this addition to the handbook and will work with the Handbook Committee to bring this matter to the 1999 sessions.

## **Responsibilities of Clerk of Nominating Committee**

1. Sees that each committee member has a copy of this log (arrange with Administrative Coordinator).
2. Sees that job descriptions are sent to those who have agreed to or are considering appointments. (Job descriptions and Friends organization information are included in this log.)
3. Convenes meetings of the committee, informs members of job distribution, sends periodic progress reports...
4. Provides corrections and additions to this log to the Administrative Coordinator.
5. Reports to Continuing Committee and presents the Nominating Committee report to the annual session.
6. Sends an electronic version of the final Nominating report to the Administrative Coordinator at the end of the annual session.

## **A Note About Careful Consideration of Nominees**

The process of nominating involves more than writing a name into a blank spot. Friends on the Nominating Committee should carefully consider the appropriateness of an individual for a position. It is sometimes important that Friends have experience as clerks or as committee members within their monthly meeting before they are asked to take on a responsibility for the yearly meeting.

Getting a name from one source is often not enough. If you do not personally know or have never worked with an individual suggested for a position, consult with members of their monthly meeting or ask others who have served on a committee with this individual. A careful process is a benefit to individual Friends as well as to the yearly meeting.

Clerks of committees (M&A in particular) should be consulted before anyone is added to their committee.

## **Responsibilities of Nominating Committee**

The Nominating Committee has the responsibility for presenting suggestions for nominees for vacancies in the IYM clerk positions and for standing committee memberships. All members of committees should be approached, even if their terms are not up, and asked if they are willing to remain on that committee. Care should be taken that membership on committees has a wide distribution over the Yearly Meeting area. Nominating Committee is also responsible for naming representatives to wider Quaker organizations.

The Nominating Committee is not responsible for the Clerk's Committee (which is appointed by the Presiding Clerk from the Friends attending Yearly Meeting at the first business session) or for the membership of Committees of Concern (ad hoc committees) or for the Yearly Meeting Session Committees (Epistle and Exercises).

Nominating is a difficult task with Friends scattered over an area the size of Illinois Yearly Meeting. Committee members are generally only able to get together (partially in most cases!) at Continuing Committee sessions, IYM weekends such as Memorial Day work weekend or the IYM Women's Weekend, at FGC, and at Yearly Meeting itself. In order to divide up the work a little better and to provide some ongoing support for the next year's Nominating Committee the following structure is suggested:

1. Develop and maintain a pool of Friends who are willing and/or talented for the various clerking tasks of the Yearly Meeting. Being in a pool does not imply a readiness to serve at any particular time, as that will depend on individual circumstances. Similar pools for Friends interested in representing the Yearly Meeting to wider Quaker organizations or serving on standing committees might also be developed. (See lists included in this log.)
2. Each member of the nominating committee agrees to take under their special concern 2 to 4 of the Monthly Meetings of the Yearly Meeting to contact them to help develop lists of Friends and their interests and talents, and to talk with members of these Meetings as they were suggested for filling the various positions of the Yearly Meeting. Each Meeting is also contacted to ask for annotated directories to help us become acquainted with the interests of Friends in the various Meetings with a view to new and changing committee memberships and representative positions to other Quaker organizations.
3. Similarly, each member of the nominating committee chooses 1 or 2 standing committees to contact, to ascertain the need for new members, the willingness of present members to remain on the committee, and to suggest to the clerks of those committees particular nominees.
4. All members of the nominating committee are urged to participate in developing the pool of possibilities for the Clerk positions, and to help in asking nominees, one by one, whether this is the time for them to serve.
5. No "job offers" are made until reviewed by the entire Nominating Committee.

# Yearly Meeting Officers and Clerks

## Officers

### Clerks

For the Presiding Clerk and the Assistant Clerk, the expectation is for a total commitment of four years: the first year is spent as Assistant Clerk, the next two years as Presiding Clerk, and a final year as Assistant Clerk again. Under this rotation, a new Assistant Clerk is recruited every other year.

Normally, an Assistant Clerk serves for one year in apprenticeship before becoming Presiding Clerk. In this first year, the individual learns the job. In the second year, as a new Presiding Clerk, he or she has the benefit of the outgoing Clerk as Assistant Clerk for advice and support. In the third year, he or she continues as Presiding Clerk and a new Assistant Clerk is named. In the fourth year, the individual becomes Assistant Clerk again, assisting in the transition to a new Presiding Clerk.

The appointments of the Assistant Clerk and the Presiding Clerk are reviewed annually by the Nominating Committee in consultation with the Clerk's Committee.

### *Presiding Clerk*

- A 4 year commitment (one as assistant, two as presiding, one as assistant)
- Should have clerking experience at monthly meeting level, committees, etc.
- Presides over the meeting for business of the yearly meeting at the Annual Sessions and the Continuing Committee.
- Carries on correspondence relating to the business of Yearly Meeting.
- Keeps informed of ongoing activities of the Yearly Meeting during the year so as to be responsive to issues as they arise.
- Prepares the agenda for the Annual Session and the Meetings of Continuing Committee with the help of the Clerk's Committee early enough so that copies can be sent to Monthly Meetings several weeks in advance.
- Attends committee meetings as needed.
- As ILYM Clerk, is an ex-officio member of FGC Central Committee.

### *Assistant Clerk*

- A 4 year commitment (one as assistant, two as presiding, one as assistant).
- Assists the Presiding Clerk in presiding over the meeting for business of the yearly meeting at the Annual Session and Continuing Committee Meetings.
- Assists the Presiding Clerk with correspondence and oversight of ongoing activities of Yearly Meeting committees.
- Substitutes for the Presiding Clerk as needed.
- Attends committee meetings as needed.

### *Recording Clerk*

- A 4 year commitment (one as assistant, two as Recording Clerk, one as assistant).
- Should have recording experience in the monthly meeting, committees, etc.
- The incoming Recording Clerk's duties begin with the Fall Continuing Committee.
- Records minutes of the Business meetings at the Annual and Continuing Committee Sessions and provides minutes for distribution.

### *Assistant Recording Clerk*

- A 4 year commitment (one as assistant, two as Recording Clerk, one as assistant).
- Assists the Recording Clerk as needed
- Takes Minutes in the absence of the Recording Clerk
- Prepares to become Recording Clerk in the near future

### *Reading Clerk*

- Usually a 3 year commitment.
- Chooses excerpts from the epistles we receive from other yearly meetings and from our own epistle from the previous year. Reads selections during annual sessions.
- Serves on Epistle Committee for Illinois Yearly Meeting.

### Co-Treasurers

The treasurer is appointed to a three year term. The treasurer's duties include:

- the collection, prompt deposit, and dispersal of funds,
- meeting with the Finance Committee, Continuing Committee, and the Stewards,
- furnishing two interim financial reports to the Finance and Continuing Committees and an annual report to the Yearly Meeting. The Meeting fiscal year is from July 1st to the following June 30th.
- The co-treasurers divide up the duties.

### Stewards

- Stewards may be thought of as analogous in the new structure to the trustees in the earlier one. At the direction of the annual sessions of Illinois Yearly Meeting, stewards will have responsibility and authority to manage the real estate and tangible property of Illinois Yearly Meeting and shall appoint and/or employ persons as required. Stewards will represent the Yearly Meeting in renovating the buildings and grounds, in securing insurance, and in case of easements, leases and other management needs as they arise. Among these may be planning, zoning, and building permit issues, and property tax matters. The annual sessions of Illinois Yearly Meeting may direct others to assist the stewards in specific matters.
- There will be three stewards, at least two from Clear Creek Monthly Meeting; the three stewards will serve as corporation officers, with staggered six-year terms, renewable indefinitely. The Nominating Committee will consult with Clear Creek monthly meeting in its process of discerning nomination of the stewards from that meeting.
- The three stewards will be *ex officio* members of the Maintenance and Planning Committee. The stewards will name one of their number to be a representative to the Finance Committee as an *ex officio* member and to serve as a contact person in the budget process.

## Records Librarian

- No set term length
- Maintains a collection of all publications of Illinois Yearly Meeting legal papers, statistical records not in the printed Minutes, and all other relevant documents. Relevant documents are to be sent yearly to the appropriate repositories (Quaker libraries, etc.) including the Illinois Historical Survey Library, University of Illinois, Urbana. The Records Librarian maintains the list of libraries to which the Yearly Meeting sends copies of its publications. A Records Librarian is nominated by the Nominating Committee. Every five years a committee, including the Recording and Presiding Clerks serving ex officio and an alternate, should review the collection. Consultation with previous librarians is recommended to ensure continuity.

## Among Friends Editor

- No set term length.
- The *Among Friends* Editor gathers material for *Among Friends* and oversees its publication. He or she compiles suitable articles, photographs, and artwork and sends the finished layout to be printed.



## **Standing Committees and ad hoc Committees**

Standing Committees exist to carry out the work of the Yearly Meeting during and between annual sessions as assigned. The clerk of the committee is a member of Continuing Committee and expected to attend or send a representative from the committee.

### Administrative Coordinator Oversight Committee

The committee provides support and consultation for the Administrative Coordinator. It meets during annual session and as needed throughout the year. It is selected by the nominating committee.

### Environmental Concerns Committee

- The Committee consists of at least six members with a concern for a clean, safe and sustainable environment.

The committee disseminates information throughout Illinois Yearly Meeting:

- To make the Yearly Meeting aware of the spiritual connection with the environment;
- To help in gentle ways younger Friends to understand, love, and experience the beauties of our natural world;
- To help Friends live in harmony with the natural world and to make all Friends aware of hazards to the earth, its water, and its atmosphere, which adversely affect human, animal, and plant life; and
- To work to eliminate those hazards and reduce, as far as possible, the impact of our life styles upon the natural resources of the earth.

### Faith and Practice Committee

- Its purpose is to develop a *Faith and Practice* for Illinois Yearly Meeting.
- Members on the committee are appointed for indefinite terms for continuity of membership in order to expedite the efficient and coherent work over several years for the duration of the writing of the *Faith and Practice*; appointed members should resign when they feel they are unable to continue to carry out the responsibilities involved.

### Finance Committee

- Is responsible for preparing the budget for Illinois Yearly Meeting, auditing the books prepared by the Treasurer, and informing the participating Meetings of the financial needs of Illinois Yearly Meeting. The Finance Committee includes the Treasurer (except when auditing the books), a Convener nominated by the Nominating Committee, at least two additional members serving staggered three year terms.

### Handbook Committee

- The Handbook Committee is responsible for making changes in the Handbook in a timely manner.
- The committee is also responsible for being sure the Handbook is kept current and copies are distributed.

### Maintenance and Planning Committee

- Works with the Stewards and Site Envisioning and Development committee to plan future changes in the Illinois Yearly Meeting property and to organize and plan for maintenance. It plans the Annual Memorial Day work weekend and other work days, oversees minor maintenance, and plans site development including proposals for future building, repair, and landscaping. Members consist of volunteers plus four to six members nominated by the Nominating Committee. Staggered two year terms are preferred

### Ministry and Advancement Committee

- The Committee has as its main function to promote activities that will enhance the life of Friends Meetings and Worship Groups in the Illinois Yearly Meeting region through intervisitation, involvement in wider Quaker groups, and a better understanding of Quakerism. To this end, they maintain contact with all Meetings, including Preparative Meetings, allowed Meetings, and Worship Groups, particularly those isolated from Monthly Meetings. They assist Meetings in finding resource people and literature, planning programs, conducting workshops, and other areas of advancement. The Ministry and Advancement Committee is responsible for oversight of the book sales at the Annual Session. It can be called on to assist Meetings having internal problems. It encourages the spiritual development and unity of Illinois Yearly Meeting.
- The Ministry and Advancement Committee has at least six members appointed to staggered three year terms. The convener also has a three year term.
- Ministry and Advancement Committee is responsible for the arrangements and oversight of the Field Secretary. It may set up subcommittees as needed, coopt others to help, and arrange contact and support persons from each Quarterly Meeting, for frequent consultation by phone and otherwise.
- M&A is the core of the Committee of Care, addressing needs which arise during the annual session.
- M&A welcomes and orients first-time attenders to Yearly Meeting.
- The Ministry and Advancement Committee oversees the process of endorsement by the Yearly Meeting of professional pastoral counselors and chaplains.

## Nominating Committee

- The Nominating Committee consists of at least three members but not more than five members who represent the diverse geography of Illinois Yearly Meeting. Although their terms begin at the close of the Annual Sessions, new members of the Nominating Committee are encouraged to participate in Nominating Committee during the Annual Sessions. Service on the Nominating Committee will usually be for three years with staggered terms. The Presiding Clerk serves on the Nominating Committee ex officio.
- The Nominating Committee is responsible for doing most of the work associated with nominations including gathering names from monthly meeting representatives, providing job descriptions to those considering appointments, and checking to be sure nominees are willing to serve. The Nominating Committee names all Illinois Yearly Meeting clerks and the members of all standing committees and reports to Continuing Committee or the annual sessions of the yearly meeting.
- In naming the Presiding and Assistant Clerk, the Nominating Committee consults widely within the Yearly Meeting.
- The Nominating Committee begins to work early after the Yearly Meeting sessions and continues throughout the year.

## Peace Resources Committee

- The Peace Resources Committee consists of 6-12 members appointed for 3 year terms. The Nominating Committee will find members for the committee who are Friends with gifts, skills, knowledge and strong leadings regarding these objectives:
  - To develop a proactive conscientious objection counseling program;
  - To assist young Friends in expressing their personal peace testimonies and documenting these beliefs for their spiritual growth as well as for a draft board should one be instituted;
  - To share these processes with junior high, senior high and young adult Friends in cooperation with the Youth Oversight Committee;
  - To explore possibilities of working with existing peace building activities such as the Quaker Volunteer Service Training and Witness Committee, project Lakota and the AFSC/Inter Mountain Yearly Meeting Joint Service Project to enhance peace building with a spiritual and service-oriented basis for young Friends;
  - To encourage Friends to examine and reexamine the meaning of the Peace Testimony in the context of our response to modern terrorism and war which has made it possible to wreak major devastation on people and their environment with minimal direct human involvement;
  - To become a source of knowledge and to encourage Friends' consideration of the options for and rationale of resistance to payment of war taxes;
  - To serve as a resource for monthly meetings, quarterly meetings, regional meeting and IYM's program committee in identifying knowledgeable speakers and workshop leaders on the above topics.

## Peace Tax Oversight Committee

- Administers the Illinois Yearly Meeting Peace Tax Fund in support of ILYM Friends who refuse to pay taxes used for military proposes.
- The committee consists of at least three members: a Convener, a Secretary, and a Treasurer. The members are appointed for staggered three year terms.

## Publications and Distribution Committee

- The Publications and Distribution Committee consists of a convener and other members who are involved in the production of the below documents and the following ex officio members: the Presiding, and Recording Clerks, and the editor of *Among Friends*, the Webservant.
- The Committee publishes and distributes to the member Meetings the following documents:
  - The Minute Book which includes the minutes of the Annual Session and related documents, all of the Monthly Meetings' State of Society Reports, the report of membership tabulation, a list of Illinois Yearly Meeting Meetings, and the appointments to Illinois Yearly Meeting committees.
  - The Jonathan Plummer Lecture.
  - *Among Friends*, the Yearly Meeting newsletter.
  - Such other writings, lectures, or presentations that are of special value to the Yearly Meeting.
- The Committee cares for and explores the use of electronic communications.

## Quaker Volunteer Service, Training, and Witness Committee

- The description is being updated by the QVSTWC. Please contact a member of that committee for information.

## Religious Education Committee

- Its purpose is to encourage Meetings to examine faithfully the quality of their religious education for adults and children and to keep Meetings informed of current methods and materials for use in religious education. Members consist of volunteers plus four to six members nominated by the Nominating Committee. Staggered two year terms are preferred.

## Site Envisioning and Development Committee

- The Site Envisioning and Development Committee is made up of participants from IYM, the Stewards, Finance Committee, Ministry & Advancement, Maintenance & Planning, and Clear Creek Monthly Meeting to meet, pray, discuss, and develop a building plan for our joint future in McNabb, Illinois. The committee will work toward making Illinois Yearly Meeting better known among our constituent meetings, to expand giving opportunities, to encourage giving and to relay information back to the collaborating committees for appropriate action.

## Youth Oversight Committee

- The primary responsibility of the Youth Oversight Committee is to help the High School Friends (HSF) to plan a Quake for themselves during the year and to plan their activities and business at the annual session of IYM. The IYM High School Friends have a tradition of having input into their own program, so we try to maintain the right oversight so that events happen while allowing the High School Friends to develop their leadership. Youth Oversight has also focused on providing funds and information for High School Friends to attend various regional and national gatherings and programs. In addition it has sent a representative to the YouthQuake steering committee.
- The Youth Oversight Committee is composed of nominees proposed by the Nominating Committee, volunteers, and the clerks of High School Friends.

## **Representatives to Wider Quaker Organizations**

Illinois Yearly Meeting sends representatives to various Quaker organizations either because those organizations have requested representatives or because Illinois Yearly Meeting Friends have an active interest in the concern. For some organizations, the number of representatives depends on the size of the Yearly Meeting, which varies over the years. Many of these appointments require travel to Meetings of the organizations, for which Illinois Yearly Meeting has a travel budget. Representatives provide the vehicle for communication from the Yearly Meeting to the organization and from the organization to Illinois Yearly Meeting. They report on the activities of those organizations to the Business Meeting of the Annual Session. There is frequently time set aside in the program for further discussion of their concerns, either in workshops or in the evening program.

American Friends Service Committee Corporation (4 people)

- 3 year term
- Meets in November
- Information enclosed

Associated Committee of Friends on Indian Affairs (2 people)

- Meets in April
- Information brochure enclosed

Friends Association for Higher Education (1 person)

- Usually meets third weekend of June, Thursday to Sunday
- Information enclosed

Friends Committee on National Legislation (6 people)

- Meets in November in Washington DC
- Information enclosed

Friends for Lesbian, Gay, Bisexual, Transgendered and Queer Concerns (1 person)

- Meets annually in the spring

Friends General Conference Central Committee (4 people)

- Meets in October
- Information enclosed

Friends Peace Teams (1 person)

- 3 year term

Friends Secondary School Liaisons

Scattergood School (1 person)

- 3 year term
- Meets 6 times per year at Scattergood
- Information enclosed

Olney Friends School (1 person)

- 3 year term

Friends World Committee for Consultation (3 persons)

- 3 year term
- Meets in March
- Information enclosed

Quaker Earthcare Witness (formerly Friends Committee on Unity with Nature)

William Penn House

- Meets the day before the FCNL annual meeting in November in Washington DC

AFSC

July 9, 2009

Dear Representative for **Illinois Yearly Meeting**,

Each year we look to our constituent Yearly Meetings to forward to us the names of Friends they have chosen to serve as their representatives to the American Friends Service Committee (AFSC) Corporation. We deeply appreciate the work that your Yearly Meeting and Yearly Meeting Nominating Committee undertake to appoint representatives; they are vital to the effectiveness of AFSC's Quaker witness in the world.

The number of appointees from each Yearly Meeting is based on a formula approved by the Board of Directors. Yearly Meetings with over 1,000 total members are entitled to a maximum of 5 appointees; those with between 500 and 1,000 total members are entitled to a maximum of 4 appointees; those with fewer than 500 total members are entitled to a maximum of 3 appointees. By this formula, **Illinois Yearly Meeting** may name up to **4** appointee representatives, unless your total membership has changed sufficiently to affect your entitlement. If so, please let us know as soon as possible.

Attached you will find the form for reporting the names of your new Yearly Meeting appointees, the information needed to contact them, and a biography request. The biographical material we request will help Corporation members get acquainted and help the AFSC Standing Nominating Committee become aware of your nominees' interests and qualifications in seeking nominations for committee work. Please fill the nomination form out *thoroughly* and as soon as possible. It is imperative that we have these reports no later than **August 21, 2009**, to ensure an official notice of the Corporation Meeting is mailed in a timely and legal manner.

**Please be sure to contact the person(s) you have appointed to confirm their ability and willingness to serve in this role.** The first correspondence appointees receive from AFSC include logistical arrangements regarding the Annual Meeting of the Corporation. It is assumed that their respective Yearly Meetings will have already confirmed their appointment with them.

Additionally attached items include:

- A description of the role of the AFSC Corporation
- A list of all members currently serving on the AFSC Corporation as Yearly Meeting Appointee's (YMA's) and,
- A list of all members currently serving on the AFSC Corporation as Members At Large (MAL).

We hope you find this information useful in your deliberations.

This year's Annual Meeting, at which your appointees will begin service, will take place November 6-7, 2009 in Philadelphia.

We ask Yearly Meetings to assist their appointees with travel expenses for the Annual Meeting, if possible, and make their representatives aware of other funding sources for travel if available. Over the last decade, the cost to AFSC has grown substantially, and we have been very grateful for increased Yearly Meeting support. This made more money available for our relief and justice ministry around the world.



The active participation of Yearly Meetings through their appointments to the AFSC Corporation is vital to the continued strength of the American Friends Service Committee, of which your Yearly Meeting is an integral part.

Thank you for the work you do to ensure this link remains strong.

Sincerely,

Donna K. Anderton, Clerk  
AFSC Standing Nominating Committee

## **THE ROLE OF THE AFSC CORPORATION**

The Corporation of the American Friends Service Committee serves four functions that are essential to the conduct of its programs by providing:

1. A two-way channel of communication between the Religious Society of Friends and the AFSC
2. A source of spiritual and practical counsel to AFSC on broad policy issues
3. The appointment of the Board of Directors
4. A solid legal basis for AFSC activities

### **Communication**

Corporation members have a vital role in enhancing the relationships between the AFSC and the Yearly Meetings as well as other bodies of the Religious Society of Friends. They assist in AFSC interactions with the Monthly, Quarterly and Yearly Meetings. They are alert to the concerns of Friends and make known their willingness to communicate ideas, criticisms and expressions of support back to the appropriate people in the organization.

To interpret AFSC work to Friends, Corporation members stay abreast of developments with the aid of materials from Information Services and the offices of the national and regional executive directors; program desks provide further information. Corporation members can help make the AFSC come alive for their Monthly, Quarterly and Yearly Meetings by drawing from this wealth of interpretive materials -- literature, videos, displays, study guides, etc. They can arrange for visits from staff members. And help in fundraising is always appreciated!

Corporation members are urged to serve on national and regional committees or in other forms of volunteering, and to encourage others to participate. They are notified of AFSC job openings so they can help in the search for qualified workers. They should be alert to the human resources in committee, Corporation and Board members.

### **Counsel**

The Corporation provides a spiritual foundation, guidance and support as committees, staff members and Board confront a wide range of issues. Specific decisions for the conduct of the AFSC are made by those Corporation members who comprise the Board. However, the Service Committee seeks guidance for the general direction and tone of its work from the Corporation as a whole. When members gather for the Annual Meeting, programs are planned not only to inform about current AFSC work, but to offer opportunity for discussion, together with Board and staff, of substantive issues within the organization.

All Corporation members may be asked to facilitate consultation within their Yearly Meetings on specific AFSC policy or program issues. And individuals may be consulted by virtue of their particular expertise or experience.

### **Appointments**

The by-laws provide for a Board of Directors consisting of a maximum of 33 members whose names are put forward by the Standing Nominating Committee. Of these, up to three names may be recommended by members of the Corporation from among its membership. Further, each regional office is entitled to nominate one person (normally the clerk of its executive committee) to attend meetings of the Board and participate in its deliberations. All nominations are subject to Corporation approval at the Annual Meeting.

The Standing Nominating Committee is charged with finding Friends for the Corporation, Board and Board committees. It consists of nine Corporation members serving a single three-year term, with three new members added each year. Each class of three must include at least one member of the Board of Directors and one non-Board member of the Corporation. This committee is named by the Special Nominating Committee of five persons recommended by the Board, both committees being subject to Corporation approval. Care is taken to select members who are aware of the range of views among Friends.

Through this method of governance the Corporation provides oversight of AFSC by representatives of cooperating Yearly Meetings and by other Friends who have a strong commitment to it work.

### **Legality**

The AFSC is incorporated in the state of Pennsylvania. The Corporation is the legal entity of the organization as established by the by-laws. The Certificate of Incorporation states that the purpose and object of the Corporation "shall be to engage in religious, charitable, social, philanthropic and relief work in the United States and in other countries on behalf of the participating Yearly Meetings and other bodies of the Religious Society of Friends in the United States of America..."

The by-laws of the Corporation define its membership and governing structure. The size of the membership may be between 120 and 180, with the requirement that all Corporation members be members of the Religious Society of Friends. Approximately one-half of the Corporation are appointed directly by Yearly Meetings. The other half are designated as members-at-large by the Standing Nominating Committee and are subject to appointment by the Corporation at its Annual Meeting.

\* \* \*

The Corporation links Friends with this organization as it seeks to translate their faith into social action. Including persons of many backgrounds and localities, it embodies the Quaker witness underlying the American Friends Service Committee.

**EXPLANATIONS ABOUT FRIENDS GENERAL CONFERENCE  
and EXPECTATIONS OF APPOINTEES to the FGC CENTRAL COMMITTEE**  
(for yearly meeting nominating committees, directly affiliated monthly meetings,  
and for prospective Central Committee members)

**What is Friends General Conference?**

*Friends General Conference is a Quaker organization in the unprogrammed tradition of the Religious Society of Friends which primarily serves affiliated yearly and monthly meetings. It is our experience that:*

- *Faith is based on the direct experience of God.*
- *Our lives witness to this experience individually and corporately.*
- *By answering that of God in everyone, we build and sustain inclusive community.*

*Friends General Conference provides resources and opportunities that educate and invite members and attenders to experience, individually and corporately, God's living presence, and to discern and follow God's leadings. Friends General Conference reaches out to seekers and to other religious bodies inside and outside the Religious Society of Friends.*

*(Minute of Purpose adopted by FGC Central Committee, 10/21/95)*

FGC pursues its mission through eight program committees, assisted by nine administrative committees, a staff of approximately twenty five (several of them part time), and numerous volunteers.

In FGC, we believe that in worship and openness to God, the right order of business will emerge, and that in worship Friends can discern God's guidance for decisions and choices. FGC endeavors to be faithful in its Quaker practice within its large Central Committee and within all its smaller committees throughout the year.

**How Yearly Meetings Form the FGC Central Committee:**

The Central Committee (approximately 175 Friends) consists of Friends appointed by the yearly meetings affiliated with FGC, plus others co-opted by action of Central Committee or those invited to participate as ex-officio members or observers. The Central Committee is the governing body of Friends General Conference. FGC's original philosophy, vigorously alive today, is that Friends in a working relationship across yearly meeting lines are in a position to be aware of the current and emerging issues and concerns of Friends within monthly meetings, and that full opportunity to address these concerns is one of the basic reasons to accept an appointment to the Central Committee.

The following summary of FGC policies and procedures describes how the Central Committee and its Executive Committee are formed.

1. Each affiliated yearly meeting or association is asked to appoint **at least three members** to the FGC Central Committee for a term of three years. (Each of the nine directly affiliated monthly meetings also appoints one member.) For larger yearly meetings, appointments are proportional to membership, with **two appointees for every 500 members**. (If a yearly meeting membership is 1,000, then 4 people should be appointed.)
2. Affiliated meetings with three or more appointees name one-third of the appointees each year for a term of three years. Staggering terms helps to maintain continuity and organizational memory.
3. A yearly meeting appointment may not be made for more than two consecutive terms (a limit of six consecutive years), though Central Committee members may be co-opted for two terms after their six-year term as yearly meeting appointees expires.

4. Affiliated meetings are encouraged to make the ages of their appointees reflect the age range of the meeting and to include the appointment of younger members of your YM. To assist in this, FGC will provide child care and other assistance at CC to meet the needs of those who have parenting responsibilities.
5. The group of people from the yearly meeting named to the FGC Central Committee should select one of their members to act as clerk of the appointees from that yearly meeting and to represent the yearly meeting on the FGC Executive Committee.
6. **Affiliated yearly meetings are encouraged to cover travel costs of appointees to the Central Committee meeting once a year if at all possible.** FGC also appreciates the financial assistance which many yearly meetings give to assist with the travel expenses of one yearly meeting appointee to Executive Committee meetings (generally twice each year). Many committee members cover all or some of their travel expenses to FGC meetings. However, FGC wants committed Friends to be able to serve on its committees regardless of ability to cover travel expenses. **FGC is able to provide financial assistance to Friends as necessary.**
7. **Clerks of affiliated meetings** are included on the Central Committee list and serve **ex-officio**. Participation in Central Committee is welcome, with an invitation to join standing committee work as time and interest permit. **Executive staff people** of yearly meetings and other Quaker organizations with staff are listed as **observers**, receive Central Committee mailings, and are also invited to attend Central Committee.

### **What the FGC Central Committee Does**

FGC works to build hard-working, spirit-based committees within the organization which are focused on specific interests and gifts and, from this strong base, to produce resources and activities which effectively nurture Friends and meetings.

All appointees have a double responsibility:

1. **To work on a particular program or administrative committee.**
2. **To discern the rightly ordered governance and direction for the whole organization.** Friends are often attracted to specific program work first and, as they become more experienced and involved, come to accept broader responsibilities for the whole organization. Our programs thrive to the extent that committee members participate fully and responsibly throughout the year.

## **Expectations of Central Committee members:**

FGC asks a lot of Central Committee members. All are expected to:

1. **Attend the annual Central Committee meeting**, usually Thursday evening to Sunday afternoon on the third or fourth weekend in October. This is when most program committees and several administrative committees meet and when Central Committee adopts its program plans and the budget for the next year. All Central Committee members are expected to help govern the organization and assume responsibility for its policies, programs, financial health, and financial support.
2. **Serve on at least one program or administrative committee.** These committees meet one, two, or three times a year in different cities (hosted by local meetings) in addition to the Central Committee weekend. Committee members also accomplish much work in small subcommittees and task groups, allowing Friends to communicate by telephone and e-mail without requiring travel each time.
3. **Attend the annual FGC Gathering of Friends, if possible.** In addition to first-hand experience of worship, work, and play with Friends from many different yearly meetings, the Gathering offers a place where issues of current concern are addressed and action is planned.
4. **Keep FGC informed about the needs and concerns of their respective yearly meetings.** This is facilitated by meeting with the other FGC representatives in one's own yearly meeting at least once a year to discern those needs and concerns.
5. **Interpret FGC's purpose, programs and resources to one's own monthly and yearly meetings.** Again, a meeting of appointees is encouraged at least once a year to plan how best to present FGC to the yearly meeting.
6. **Consider an annual financial contribution** to FGC's operating fund, and invite other Friends within one's meeting to support the important work of FGC.

**Participation in FGC generally costs money.** The work of FGC is spread over much of the North American continent, and travel distances and costs are a continuing factor for appointees. Most yearly meetings cover the costs of attending the annual Central Committee meeting. Friends who need help in order to attend other FGC committee meetings are encouraged first to ask their monthly meetings for financial assistance. However, FGC can provide assistance with travel costs for many Friends to attend committee meetings. Most Central Committee members find their involvement with FGC extremely rewarding as the work of FGC strengthens the whole community of Friends. .

**If one is unable to attend the Central Committee meeting, one's yearly meeting is encouraged to appoint an alternate who then should attend as a full participant in the weekend.** Anyone who finds that s/he is no longer able to participate actively in Central Committee or a standing committee is urged to ask her/his yearly meeting to select a replacement.

## **ILYM REPRESENTATIVE TO SCATTERGOOD EXPECTATIONS**

The ILYM representative to Scattergood serves on the Scattergood School Committee (like a Board of Directors). There are 6 meetings a year, all at Scattergood (in West Branch, Iowa). Meetings are held on Saturdays, from 9 a.m. to about 2 p.m., about one every other month. Typically in Sept., Dec., Jan., Mar, May and July. Mileage to these meetings is reimbursed, but it is sort of expected (though not required) that you donate some or all of that back to the school.

The rep would also be asked to serve on at least one subcommittee of the School Committee. The subcommittees often meet on Friday evening or Saturday early morning - or as needed depending on the committee.

It is a big commitment! But worth it if you are connected with Scattergood and want a say in what happens there. Any perspective reps are welcome to talk to Sharon Haworth or Joe Davison, previous reps.