

San Francisco Friends Meeting

Committee Membership: Terms and Responsibilities [2002]

Committee members are usually appointed for a two-year term, commencing May 1, with the exception of Ministry and Oversight (three-year term) and Nominating (two-year term commencing January 1).

A person accepting appointment to a committee agrees to assume the particular responsibilities of committee membership, including attendance at the committee's regularly scheduled meetings, attendance to its business with worshipful deliberation, and sharing in its work. If a committee member must miss a scheduled committee meeting, or cannot complete an assigned task, he or she should promptly notify the clerk of the committee.

Committee Clerk Responsibilities

1. Schedules regular meetings of the committee, not less than once a year. Prepares an agenda for such meetings and clerks them in the manner of Friends. Keeps minutes, or designates someone to do so. Holds a joint meeting of outgoing and incoming committee members at the end of the committee year. Meets with the successor clerk to ensure a smooth transition and hand off relevant committee materials.
2. Publicizes the work of the committee in the Meeting newsletter and by other appropriate means. Asks the building manager to enter on the Meetinghouse calendar any event sponsored by the committee, including committee meetings.
3. Attends Meeting for Business and reports for the committee when action by the meeting is necessary. Prepares an annual written report for presentation to the Meeting for Business in Third Month or at such other time as designated by the Clerk of Meeting.
4. Submits the committee's written budget proposal to the Property and Finance Committee in Tenth Month or at such other time as that Committee shall designate. Within the approved budget, approves all bills incurred on behalf of the committee and submits a written request to the Treasurer for their payment.
5. Completes, or designates others to complete, all necessary arrangements for meetings of the committee or events sponsored by it, such arrangements to include physical space, food, equipment, set up and clean up, arranging for childcare if needed with the Children's Religious Education Committee clerk, and opening and closing the building.
6. Reads *Faith and Practice* and is attentive to the Advices and Queries. Encourages committee members to do likewise.
7. Makes certain that committee members understand their responsibilities and those of the committee as a whole.
8. Handles all mail and email addressed to the committee.