

A. Distribution of Handbooks by Administrative Assistant

1. **Staff** – as needed
2. **Yearly Meeting Officers** – one copy maintained by the Yearly Meeting Presiding Clerk
3. **Yearly Meeting Ministry and Counsel Clerks** – one copy maintained by the Yearly Meeting Ministry and Counsel Presiding Clerk
4. **Commission Coordinators** – only the pages relevant to their commission
 - Christian Education
 - Christian Social Concerns
 - Evangelism and Outreach
5. **Committees and Boards Chairpersons** – only the pages relevant to their committee
 - Christian Education
 - Creative Aging
 - Literature
 - Music
 - Young Friends Activities
 - Young Adult
 - NC Friends Disaster Service
 - Peace
 - Social Issues and Ministries
 - Church Extension
 - Christian Vocations
 - Evangelism
 - Care of Yearly Meeting Records
 - Program
 - Friends Homes
 - United Society of Friends Women
 - Quaker Men
 - Small Meeting Ministries
 - Executive
 - Pastor-Meeting Relations
 - Pastoral Care
 - Publications
 - Quaker Lake Board
 - Benefits and Insurance
 - Trustees of Trust Fund
 - Nominating
 - Stewardship/Finance
 - Trustees
 - Cemetery
 - Missions
 - Spiritual Life
 - Recording
 - Continuing Education for Pastors
 - Committee on Clerks
 - Ministers Association
6. **Monthly Meetings**
7. **Reference copy in Yearly Meeting office**

B. Procedure for Use and Location of Handbook

1. It is the duty of the chairperson of a committee to give the sheet pertaining to that committee to each person on his/her committee. As new persons are added, they should be given the sheet.
2. It is the duty of the one possessing a Handbook to pass it on to the next person who takes that position whether it be a staff person, clerk, or chairperson.

C. Format for New Additions

The following formats should be used when requesting a new committee, new commission, new position or new organization:

1. Format for a Committee

Name of Committee _____

Given Oversight by _____

Membership

Appointed Members _____

Appointed by _____

Term of Appointment _____

Ex officio Member(s)
(if applicable) _____

Chairperson

Appointed by _____

Term of Appointment _____

Duties of Chairperson

Committee Purpose and Concerns

Specific Committee Duties

2. Format for a Commission

II. C. 2.

Name of Commission _____

Given Oversight by _____

Member Committees

Purpose of Commission

Commission Coordinator

Appointed by _____

Term of Appointment _____

General Responsibilities

Specific Responsibilities

3. Format for a Position or Appointment

Name of Position _____

Appointed by _____

Given Oversight by _____

Ex officio (if applicable) _____

Qualifications and Skills

General Responsibilities

Specific Responsibilities or Duties

Others in like manner

4. Request and Format for a Staff Position

Procedure as follows:

A. Present a Letter of Request for the position and include the following information:

1. Name/Title of Position: (i.e. Part-time Secretary, etc.)
2. Specific needs for the position
3. Projected salary
4. Proposed source of funding

B. Include a proposed Job Description using the format currently in effect in the Yearly Meeting Administrative Handbook

JOB DESCRIPTION

Name of Staff Position _____

Appointed by _____

Given Oversight by _____

Ex officio of (if applicable) _____

Qualifications

General Responsibilities

Specific Duties

D. Revisions and Deletions

1. Administrative Assistant will maintain master copy of Handbook.
2. As material for Handbook is up-dated, the Administrative Assistant will remove sheet from master copy, replace it with the up-dated sheet, and mail a copy to each person having a Handbook.
3. As new material is approved for the Handbook by Representative Body, the Administrative Assistant will add the sheet to the master copy and mail a sheet to each person having a Handbook.