

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	Executive
Creative Aging	Pastor-Meeting Relations
Literature	Pastoral Care
Music	Publications
Young Friends Activities	Quaker Lake Board
Young Adult	Benefits and Insurance
NC Friends Disaster Service	Trustees of Trust Fund
Peace	Nominating
Social Issues and Ministries	Stewardship/Finance
Church Extension	Trustees
Christian Vocations	Cemetery
Evangelism	Missions
Care of Yearly Meeting Records	Spiritual Life
Program	Recording
Friends Homes	Continuing Education for Pastors
United Society of Friends Women	Committee on Clerks
Quaker Men	Ministers Association
Small Meeting Ministries	
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.