

## A. Responsibilities and Expectations

1. Terms of all committee members begin on January 1 except for the Annual Assembly Program Committee and the Quaker Lake Camp Program Committee. The term for these two committees begins after the annual Yearly Meeting sessions.
2. Attend scheduled committee meetings.
3. When conflicts prevent you from attending a committee meeting, send “regrets” by notifying the committee chairperson or the Yearly Meeting office.
4. Become familiar with the purpose of the committee and the responsibilities of committee members. Committee chairpersons should provide committee members, especially new members, with background information about the committee including a copy of the committee description in the Administrative Handbook, minutes of past meetings, and a listing of current projects.
5. If you are the committee chairperson, prepare an agenda and set a clear goal for the committee meeting. When possible, send agendas and other information to committee members prior to the meeting.
6. Pray for the success of meetings and enter the meeting place with an open mind and a heart prepared to follow the leading of the Holy Spirit. Prepare for each meeting by reviewing agendas and materials that you receive before the meeting.
7. Every committee meeting should have a recording clerk to prepare minutes of the meeting that include, at a minimum, names of attendees, items discussed, approved actions, and other expressed concerns. Copies of minutes, signed by the chairperson and recording clerk should be sent to committee members, commission coordinators and the Yearly Meeting office within a few days (two weeks is suggested) or as determined by the group.
8. Communicate responsibilities by clearly defining tasks for committee members.
9. Complete assignments in a timely manner to fulfill responsibilities and meet expectations.

## B. Financial

1. Procedure for committee funds disbursement
  - a. The following items must be received by the business manager before a check can be written
    - 1) An original invoice or proforma from the vendor to whom the check will be paid. In the case of scholarship payments, a letter from the school verifying that the recipient is enrolled for the term for which the scholarship is applicable if required. In case of a reimbursement, the original receipts must be submitted. A completed travel voucher is required for mileage reimbursements.

- 2) A completed check voucher for the payment, signed by the committee chairperson or authorized representative.
- 3) A copy of the committee's minutes, signed by both the chairperson and the recording clerk, authorizing the expenditure.
- b. The only exception to this policy will be for mailings, copies, etc. that the Yearly Meeting office has performed for a committee. As these expenses normally are of a small amount, the business manager will periodically deduct them from the committee's funds by an accounting entry.
- c. Committees must give a minimum of 60 days written notice for unbudgeted expenditures of \$25,000 or more.
- d. Faxed copies of invoices or vouchers are unacceptable as they are often difficult to read.
- e. Cash advance provisions are as follows:
  - 1) Cash advances will be made to full-time NCYM staff at the business manager's discretion. In the event that receipts and reconciliation are not received within 30 days of the check, the advance will be considered salary and the full amount will be deducted from the employee's next payroll check.
  - 2) Cash advances to individuals who are not full-time NCYM staff will require the approval of the business manager AND treasurer. In this case, advances that remain unreconciled 30 days after the date of the check will be considered income and reported to the Internal Revenue Service at year-end on a form 1099-MISC.
  - 3) In order to have a check written, a completed, signed voucher must be in the business manager's hands by specified times twice each month. (Schedules will be made out each year.)
  - 4) Check voucher: see sample.

## 2. Fund Balance

Be sure to keep up with expenses in order not to authorize more expenditures than the committee has funds. The Yearly Meeting bookkeeper can be asked for a full report of your committee's funds at any time.

## 3. Fund Raising

Committee funds are usually provided through the Yearly Meeting budget. (Notable exceptions are Church Extension and Missions.) However, occasional projects may be of such significance to warrant special Yearly Meeting appeal for funds. Before planning for any solicitation, the Executive Committee of the Yearly Meeting must be consulted. They may approve or disapprove a request.

## C. Minutes

### 1. Keeping Records

Each committee should select a recorder who will write minutes of the meeting, maintain the official file of minutes for the committee and send a copy to the Yearly Meeting office for duplicating and mailing to committee members if desired. These minutes should reflect all decisions made, particularly those related to spending committee funds.

## 2. Attendance

The minutes should reflect attendance. It is a good practice to list the names of Friends present each time. When it becomes apparent that a member is not attending meetings, contact should be made to see why. A sample letter and card may be obtained from the Yearly Meeting office if one chooses to send a notice to members not attending. The return card is addressed to the Yearly Meeting clerk. In case a member chooses to resign, the written resignation must be made to the Yearly Meeting clerk.

All members should be involved in all committee decisions. Work to encourage them to be active. The chairperson is not the authority for the committee but is appointed to guide the decision-making process.

Quarterly Meeting representatives are members of the committee. The only difference between Quarterly Meeting representatives and those who are serving three-year terms is the manner in which they are appointed.

## D. Use of Quaker Lake

Should a committee wish to use Quaker Lake facilities, arrangements must be made in advance with the Quaker Lake Director, 1503 Hwy 62 East, Climax, NC 27233. Phone: (336) 674-2321. The Quaker Lake calendar fills rapidly! The call-in date for committee reservations is October 1.

## E. Office Support

## 1. Mailings

The office staff expects to send out notices, minutes, etc. for the committees. Please get the materials to be mailed into the office several days prior to the mailing date. Some days are more rushed than others—the workload needs to be coordinated. Mailings expected to go at bulk rates should be in the office three weeks in advance of the time to be delivered. Such mailing may take up to two weeks in the postal system to be completely delivered.

Each committee is expected to pay the cost of supplies and postage, but not labor. The business manager will make accounting entries for these charges.

## 2. Planning for Activities

The office staff should be consulted before planning an across the Yearly Meeting mailing or making a change in your procedure that places a new demand on office personnel.

## 3. Scheduling Meetings

Please remember to check with the office before scheduling a meeting in the conference room or special event for the Yearly Meeting. The calendar gets very crowded sometimes, and it is better not to have too many gatherings, special emphasis, etc. at the same time.

## 4. Annual reports

Each committee prepares an annual report to be included in the Yearly Meeting Minute Book. Review the minutes of your committee, draft a report to present to your committee and send the final approved copy to the Yearly Meeting office as directed.

## 5. FRIENDLY NEWSLETTER Use

From time to time, the committees may wish to have a special article in the FRIENDLY NEWSLETTER. There is no cost involved with an article. However, should the committee wish to

have a full page, it will be necessary for the committee to absorb this expense. A brief article is welcome for almost any issue, but before you plan an extensive article or an insert, consult the office.

6. Office Personnel to Assist You

Feel free to call the Yearly Meeting office for information or assistance. Normal office hours are 9:00 a.m. to 5:00 p.m. Monday through Friday. Telephone: (336) 292-6957; Fax: (336) 292-1905; e-mail: [ncfriends@juno.com](mailto:ncfriends@juno.com).

F. Guidelines for the FRIENDLY NEWSLETTER

1. Purpose: The general purpose of the FRIENDLY NEWSLETTER is two-fold:
  - a. The sharing of inspiration and information among Friends across the Yearly Meeting;
  - b. The promotion of our common interests and concerns.

Since our Meetings are geographically scattered, Friends need help in maintaining a close fellowship, a common awareness. While the purpose remains constant, ideas for improvements in format and content are sought at all times.

2. Selection of materials to be used

- Priorities must be in accordance with the purpose to be served as indicated above.
- All Friends need to be well informed as to the current programs and activities of the Yearly Meeting (missions, Christian education, evangelism, social concerns, stewardship, Young Friends, and the like).
- Friends need to know about the many interesting and significant things that are happening in other Meetings and other Quarterly Meetings.

3. Limitations

- Increased printing and postage costs are imposing restrictions upon the frequency with which the FRIENDLY NEWSLETTER can be published. Space must be used carefully.
- Space priority must be given to our overall common concerns in proper balance and proportion. Occasionally, it may be necessary for some articles to be condensed.
- Occasional brief news notes from related Quaker organizations may be used—subject to space limitations.
- A limited amount of space in each issue can be given to news items from local Meetings and Quarterly Meetings—provided such events are of significance and of interest to Friends everywhere. With all our Meetings involved, only items of special interest can be included. Occasional pictures are extremely valuable.

4. Cooperation

Since such a great amount of staff time is required for the publication of each issue of the FRIENDLY NEWSLETTER, everyone is asked to cooperate.

- a. Send in suggestions. Improvements are always in order.
- b. Send in needed corrections and changes in address. (Send both old and new addresses when reporting a change.)
- c. Send in carefully written news items of special interest.
- d. Do not be disappointed when the editor cannot create more space.
- e. The Yearly Meeting office reserves the option to edit for space, content, wording, etc.
- f. Article submitted should be timely.