

Name of Committee	Executive Committee
Given Oversight by	Representative Body
Membership	
Appointed Members	9
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	3 years
Ex officio Members	Yearly Meeting Presiding Clerk Assistant Presiding Clerk Program Chairperson Ministry and Counsel Presiding Clerk Stewardship-Finance Chairperson Chairperson of the Trustees Treasurer
Staff expected to attend	Superintendent Administrative Assistant Business Manager Christian Education Director Quaker Lake Director
Chairperson	
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	1 year
Duties of Chairperson	
	<ol style="list-style-type: none"> 1. Schedule and preside at meetings. 2. Prepare an agenda in consultation with the Clerk and Superintendent. 3. Make regular reports to Representative Body. 4. Schedule joint meetings with the Stewardship-Finance Committee in consultation with its chairperson for budget making purposes. 5. Serve as ex officio member of Yearly Meeting Program Committee. 6. Follow up on committee actions to insure implementation of decisions. 7. Represent committee as directed by committee action.
Committee Purpose and Concerns	
	The Executive Committee is the coordinating body for administrative affairs of Yearly Meeting.
Specific Committee Duties	
	<ol style="list-style-type: none"> 1. May direct the Clerk to call a special session of the Representative Body. 2. Recommend to the Representative Body the name of a Friend to serve as Superintendent and others for approved staff positions upon recommendation of Personnel Committee.

3. Define and recommend for adoption by Representative Body the job responsibilities of Yearly Meeting employed personnel. (When applicable in cooperation with specific committee or board concerned.)
4. Cooperate with Quaker Lake Board in recommending to Representative Body the person for Quaker Lake Director.
5. Maintain adequate supplies, equipment and space for the operation of the central office.
6. Share jointly with Stewardship-Finance Committee the preparation of an annual budget and the determination of the Monthly Meeting asking for presentation to the Representative Body.
7. Maintain an updated Yearly Meeting Administrative Handbook.
8. Appoint the chairperson of the committee or some other member to serve as an ex officio member of the Stewardship-Finance Committee.
9. Appoint Personnel Committee from the membership of the Executive Committee
 - A. Recommend personnel to fill staff positions.
 - B. Review annually the work of all employed personnel whose appointments came as a result of the committee's recommendations
10. Give oversight to Personnel Committee, Investment Committee, House and Grounds Committee, Travel Committee and other such sub-committees.
11. Consider requests for special fund raising activities.
12. Give oversight to the maintenance and care of all Yearly Meeting properties except those specifically assigned to other bodies.
13. Fulfill other administrative functions as they may emerge in the normal course of events.

Name of Committee	Pastor-Meeting Relations Committee
Given Oversight by	Representative Body
Membership	
Appointed Members	3 Recorded Ministers, 3 lay members
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	3 years
Ex officio Members	None
Chairperson	
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	1 year
Duties of Chairperson	
<ol style="list-style-type: none"> 1. Plan, call and preside at meetings. 2. Make budget request. 3. Represent committee as directed by committee action. 4. Follow up on committee actions to insure implementation of decisions. 5. Report to Representative Body as requested. 	

Committee Purpose and Concerns

Serve as a source of constructive advice and counsel for Meetings, pastors and others, especially when tensions, conflicts and problem situations arise.

Seek to promote harmonious relationships and the highest good of each individual pastor and Meeting.

Specific Committee Duties

1. Allocate and distribute funds for pastoral salary supplements in consultation with the Superintendent.
2. Make annual reports to the Representative Body.
3. Direct special concerns to Yearly Meeting on Ministry and Counsel.
4. Counsel with Meetings when problem situations arise. The invitation may originate with a significant number of Ministry and Counsel or Monthly Meeting members, Ministry and Counsel Clerk, Monthly Meeting Clerk or Pastor.
5. Make appropriate recommendations to Monthly Meetings, Quarterly Meetings or Yearly Meeting as needed.
6. Promote reasonable salary, housing and benefits for pastoral leadership.
7. Hold itself open to matters of concern from Meetings, pastors, committee members and the Superintendent.

Name of Committee	Publications Board
Given Oversight by	Representative Body
Membership	
Appointed Members	9
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	3 years
Ex officio Members	Curator of Friends Historical Collection
Chairperson	
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	1 year
Duties of Chairperson	
1. Plan, call and preside at meetings	
2. Make budget requests	
3. Represent committee as directed by committee action	
4. Follow up on committee actions to insure implementation of decisions	
5. Present reports to Representative Body as requested	
6. Represent NCYM at QUIP (Quakers Uniting in Publication)	

Committee Purpose and Concerns

Serve as an editing committee through which Yearly Meeting printing must be handled, recommending new printings and editing as needed.

Study the needs of North Carolina Yearly Meeting for educational and historical materials, stimulating and promoting the writing and publication of such material.

Keep the Monthly Meetings informed of available materials.

Specific Committee Duties

1. With reference to Publications such as FAITH AND PRACTICE, etc., the Publications Board shall work in advisory capacity with the Executive Committee and/or Representative Body as required.
2. Publication of miscellaneous addresses, etc. from Yearly Meeting should be referred to the Publication Board for consideration and action.
3. The Board expects all committees to continue to carry their responsibility for initiating and preparing material for publication. The Publication Board shall encourage and stimulate committees to produce needed pamphlets and publications, serving in an advisory capacity in editing and producing such material. In advance of publication, committees are expected to present to the Publication Board the following:
 - a. A plan of use and distribution
 - b. An explanation of how the printing will be financed, for example:
Meeting histories - 1/4 NCYM, 1/4 Friends Historical Society,
1/2 local Meeting
 - c. A plan for promoting the material
 - d. The completed manuscript
4. Finances
Materials published by NC Yearly Meeting or any of its committees or boards can be approved by the Publication Board. Individual committees now fund and so edit their own, i.e. "Missions Newsletter."

The Publications Board

- a. May underwrite the cost of approved materials for free distribution
- b. May assist individual Yearly Meeting committees in financing the publication of needed materials by under-writing the original cost when it will be recovered by sales.
- c. Set price on published materials to reflect typesetting, printing, promotional ads and 40% discount requested by distributors.

Plan for Funding the Publications Board (Representative Body minutes 6/24/72)

- a. The Evelyn Haworth bequest of \$1,900 and the B. Clyde Shore bequest of \$10,000 plus the accumulated interest placed in the hands of the Trustees of the Trust Funds for the benefit of the Publications Board.
- b. The income from the Trust is provided annually to the Publications Board to be used in the normal pursuit of responsibilities.
- c. At the discretion of the Publication Board it may call on the Trustees of the Trust Funds for up to 50% of the original amount of the Trust to invest in inventory, leaving not less than 50% in the Trust at all times. Due care is to be exercised to place into inventory those publications that would insure return of the original Trust.
- d. Any margin above publication costs is under the care of the Publications Board and would reflect in their annual financial report to the Representative Body.

Name of Committee	Benefits and Insurance Board
Given Oversight by	Representative Body
Membership	
Apointed Members	9
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	3 years
Ex officio Member	President of Ministers Association
Chairperson	
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	1 year
Duties of Chairperson	
1. Plan, call and preside at meetings.	
2. Make budget request.	
3. Represent committee as directed by committee action.	
4. Act for committee when necessary between meetings.	
5. Follow up on committee actions to insure implementation of decisions.	
6. Report to the Representative Body as requested.	
7. Advise Yearly Meeting office staff on matters relating to pension and health insurance collections and payments.	
Committee Purpose and Concerns	
Administer all retirement pensions and health insurance benefits for the Yearly Meeting.	
Specific Committee Duties	
1. Select benefits to be added when directed by Yearly Meeting.	
2. Administer all plans – collection of funds and disbursements.	
3. Handle claims for health insurance through office staff.	
4. Determine eligibility of persons requesting benefits.	

Name of Committee	Quaker Lake Board
Given Oversight by	Representative Body
Membership	
Appointed Members	24
Appointed by	Representative Body on recommendation of the Yearly Meeting Nominating Committee
Term of Appointment	3 years
Ex officio Members	Quaker Lake Director Quaker Men President Christian Education Commission Coordinator USFW President
Chairperson of Quaker Lake Board	
Appointed by	Representative Body on recommendation of the Nominating Committee
Term of Appointment	1 year
Duties of Chairperson	
	<ol style="list-style-type: none"> 1. Plan, call and preside at meetings of the Quaker Lake Board. 2. Make budget requests on behalf of the Quaker Lake Board. 3. Represent the Quaker Lake Board as directed by the Board. 4. Follow up on the Quaker Lake Board actions to assure implementation of decisions. 5. Report to Representative Body as requested. 6. Coordinate Quaker Lake Camp functions with Yearly Meeting staff, commissions and committees. 7. Serve on the Camp Program Committee.

Committee Purpose and Duties

Be responsible for the maintenance, supervision and development of all physical properties.
Establish policies and standards of behavior for groups and individuals which use Quaker Lake Camp facilities.

Specific Committee Duties

1. Promote the support and use of Quaker Lake Camp facilities.
2. Prepare and approve Quaker Lake Camp operating budget for presentation to Yearly Meeting Representative Body.
3. Review funding and expenditures of Quaker Lake Camp operating budget.
4. Maintain a record of approval of financial procedures and expenditures in Quaker Lake Board Meeting Minutes.
5. Plan and assist in conducting capital fund raising.
6. See that the property is kept clean and usable at all times.
7. Establish sub-committees from Quaker Lake Board membership to provide information, direction, and recommendations to the Quaker Lake Board in the following areas: Facilities, Development, Personnel, and others as needed and approved by the Quaker Lake Board.

Name of Committee	Quaker Lake Camp Program Committee
Given Oversight by	Representative Body
Membership	
Appointed Members	9
Appointed by	3 from Yearly Meeting Christian Education Committee appointed by Christian Education Committee
	3 from Yearly Meeting Young Friends Committee appointed by Young Friends Committee
	3 from Quaker Lake Board appointed by Quaker Lake Board with one being the Chairperson
Term of Appointment	1 year with appointments made by each of these committees at their first meeting after July 1
Ex officio Members	Quaker Lake Director Director of Christian Education
Chairperson	Quaker Lake Director
Duties of Chairperson	
	1. Plan, call and preside at meetings of Camp Program Committee
	2. Follow up on committee actions to assure implementation of decisions.
	3. Report committee actions to the Quaker Lake Board and Representative Body as needed.
Duties of Camp Program Committee	
	1. Plan and promote the resident youth camping program and related camping programs at Quaker Lake.
	a. Decide themes for summer and other camp programs
	b. Establish dates for summer and other camps
	c. Plan and publish promotional materials for camping programs
	d. Write and periodically review a camp staff manual including job descriptions and standards of conduct for volunteer and paid camping staff.
	2. Assist in recruiting, selecting, training and orientation of summer and other camping staff
	3. Cooperate with Quaker Lake Director in the training and orientation of camping staff.
	4. Assist Quaker Lake Director in coordinating summer and camp volunteers such as Kitchen Assistants, Counselor Assistants, and Camp Pastors.
	5. Set camping program budget including camping expenses, camping fees, and camping staff salaries.
	6. Cooperate with Quaker Lake Board in planning work days for Quaker Lake Camp.
	7. Plan and implement camping program for year around use of Quaker Lake facility.
	8. Annually evaluate the overall camping program and report to Yearly Meeting Representative Body.
	9. Maintain records of approval of financial procedures and expenditures in committee Minutes.