

POSITION: GENERAL ARRANGEMENTS CLERK

APPOINTED BY: NPYM Steering Committee

APPOINTED AT: Second Annual Session Steering Committee Meeting

NOMINATED BY: NPYM Nominating Committee

TERM BEGINS: October 1.

TERM: 2 years.

REPORTS TO: Steering Committee

WORKS PRIMARILY WITH: Physical Arrangements Clerk, Registrar, Presiding Clerk of the Yearly Meeting, and other Annual Session program planners (e.g. Children's Program Coord., etc.)

CO-CLERKS: AS Planning Committee with AS Presiding Clerk

EX-OFFICIO: member of Steering Committee

DEFINITION: Is in charge of coordinating site arrangements, including the scheduling of space & time for activities & services during the Annual Session.
Acts as the principal in negotiating contracts with the site managers.

TASKS & TIMELINE:

****Previous Annual Session to January****

Negotiates contract with site managers.

Seeks legal advice before signing Yearly Meeting contract.

Arranges for insurance contract.

Distributes files and reports collected by previous AS clerk to all AS planners as they are appointed.

Assists presiding clerk in organizing ASPC committee meetings;

First meeting prior to winter SC meeting; second meeting in time to review final draft registration materials.

Prior to first ASPC meeting, drafts preliminary AS budget, balanced by registration fees. Drafts AS planning budget, based on NPYM budget allocation.

Appoints persons for the following positions:

Bookstore Manager

Daily Bulletin Editor

Food Coordinator (as needed)

Transportation Coordinator

****January through February****

During ASPC meetings, clerks an arrangements subgroup composed of Physical Arrangements Clerk, Registrar, and related AS support positions. This group should identify any site specific tasks related to facilities, housing, meals, camping and accessibility.

Contacts committees/coordinators regarding expectations, budget allocations, itemization of expenses (whether donated or reimbursed) etc.

Presents AS budget and ASPC planning budget to winter SC meeting.

Keeps steering committee informed of AS planning.

Arranges to visit site with Physical arrangements Clerk and other program coordinators.

Continues contact with Annual Session site to clarify needs, expectations, etc.

****March to Annual Session****

Continues duties when/where needed.

****During Annual Session****

Is available to oversee functioning of the Annual Session.
Troubleshoots between Yearly Meeting "staff" and other volunteers.
Initiates an evaluation process. At end of Annual Session starts to collect files from committees listed below (under OTHER INFORMATION).
Committee reports and files are due on Sept. 1.

****After Annual Session****

Synthesizes committee reports and prepares an Annual Session report.
Sorts through the GA Clerk's file, updates the information, and adds the new report/evaluation to the file.
Reports, in writing, any job description changes to the Steering Committee Clerk for inclusion in a future update.
Reports to the Steering Committee at its October meeting and makes recommendations for future procedures.
Transfers all files (SC Clerk's and committees' files to new General Arrangements Clerk.

EXPENSES & TRAVEL: Reimbursement is provided for "office expense" (LD phone calls, postage, and photocopy) and mileage expense for the responsibilities of this appointment. Submit BEFORE August 21 reimbursement request with receipts to NPYM Treasurer; identify as Annual Session expenses (the Annual Session books are closed on September 1).

OTHER INFORMATION: One Annual Session fee waiver, available upon request. (Note: a \$50 stipend is available from the Annual Session Budget for the sign maker.)

POSITION: GENERAL ARRANGEMENTS ASSISTANT CLERK

APPOINTED BY: NPYM Steering Committee

APPOINTED AT: Second Annual Session Steering Committee Meeting

NOMINATED BY: NPYM Nominating Committee

TERM LENGTH: One year (usually with the understanding, will serve as General Arrangements Clerk the following year)

REPORTS TO: General Arrangements Clerk

WORKS PRIMARILY WITH: General Arrangements Clerk

DEFINITION: Helps the General Arrangements Clerk and learns the ropes in preparation for taking over as Clerk the following year.

TASKS & TIMELINE: See GENERAL ARRANGEMENTS CLERK job description.

EVALUATION: Prepares a report/evaluation for the General Arrangements Assistant Clerk files. Sends a copy to the General Arrangements Clerk

on, or before, August 21. This report should include information useful to next year's PA Clerk (what worked, what didn't) and any changes you think should be made in the job, or the job description.

If you received a file with material from previous General Arrangements Assistant Clerk, sort through it, update the information, and add your report/evaluation (and any materials you think are needed).
Return file to General Arrangements Clerk BEFORE August 21.

EXPENSES & TRAVEL: Reimbursement is provided for "office expense" (LD phone calls, postage, and photocopy) and mileage expense for the responsibilities of this appointment. Submit BEFORE August 21 reimbursement request with receipts to NPYM Treasurer; identify as Annual Session expenses (the Annual Session books are closed on September 1).