

POSITION: AMERICAN FRIENDS SERVICE COMMITTEE REPRESENTATIVE
(AFSC REPRESENTATIVE)

Appointee becomes a member of the AFSC Corporation

APPOINTED BY: NPYM Steering Committee
APPOINTED AT: Second Annual Session Steering Committee Meeting
APPOINTMENT CONFIRMED BY: AFSC at Corporation meeting in November
NOMINATED BY: NPYM Nominating Committee

NEEDS: It is advisable that new representatives have prior familiarity with then AFSC.

TERM BEGINS: October 1
TERM LENGTH: Three years. May be reappointed.
TERM ENDS: September 30
MEMBERS: Four with overlapping terms.
REPORTS TO: Steering Committee
COORDINATED BY: Steering Committee Associate Clerk
WORKS PRIMARILY WITH: AFSC Corporation and committees; Regional AFSC Office, and Monthly and Preparative Meetings, and Worship Groups within North Pacific Yearly Meeting

DEFINITION: AFSC is an independent Quaker organization which carries on programs of "service, development, justice & peace" on behalf of the several branches & divisions of Friends in America. The AFSC Corporation is made up of most of the Yearly Meetings in North America, along with at-large members. Together they are responsible for the overall governance of the AFSC. NPYM representatives' major responsibility is to actively relate to and exchange information between the AFSC and Friends in North Pacific Yearly Meeting.

TASKS & TIMELINE:

- Meet together with the other representatives at Annual Session or communicate together before August 31st to determine how to allocate their NPYM budget.
- Corporation members are urged to attend the Annual AFSC Corporation Meeting, the National Board Meeting, and the annual Public Meeting. These usually take place the first or second weekend in November.
- Review and study material mailed from the national AFSC office (such as reports of Executive Secretary, publications of various Program Divisions, news releases, position statements, lists of resources, meeting agendas, etc.). Pass on this information to people you think might be interested.
- Respond promptly to specific requests for comment, advice, or review of draft material.
- Consult with other Corporation members (both members-at-large and Board members) in NPYM and the Pacific Northwest Regional Office. Establish and implement a process for communicating with monthly meetings, preparative meetings, and worship groups and for transmitting concerns, questions, and comments to the national office and the Pacific Northwest Regional Office.
- Work in collaboration with the Regional Office in outreach to Friends (e.g., if visiting a monthly meeting, inform the office, discuss what would be helpful, and get back to them after the visit).

Tasks and Timeline cont.

-Promote and help facilitate AFSC's participating presence at Quarterly Meetings and at Annual Session of North Pacific Yearly Meeting (e.g. assist in arranging for speakers, Interest Groups, films, tapes, etc.). Also, every three years AFSC has responsibility for a plenary presentation. Corporation members need to take the lead in coordinating with the Regional office for planning this presentation.

-Stay informed about AFSC work in the Pacific Northwest region. Read minutes of Regional Executive Committee meetings and visit these meetings when possible.

-Be available for nomination to regional AFSC committees, particularly if new to AFSC involvement.

-Prepare a report (or a joint committee reports) to present to Steering Committee at its February Meeting.

EVALUATION: Prepares a report/evaluation for the AFSC Representative files. Sends a copy to the Steering Committee Associate Clerk on, or before, September 21. This report should include information useful to next year's AFSC Representative (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 AFSC Representative, sort through it, update the information, and add your report/evaluation (and any materials you think are needed).

Return file to Steering Committee Associate Clerk BEFORE September 21.

EXPENSES & TRAVEL: Each group of representatives will have a budget. Each group is asked to decide how to allocate funds for travel to national meetings, travel within the yearly meeting, and miscellaneous office expenses. "Office expense" is LD phone calls, postage, and photocopy. Submit reimbursement request with receipts to NPYM Treasurer on or before September 21 (the Yearly Meeting books close on September 30).

OTHER INFORMATION:

It is the policy of NPYM that representatives do not pick substitutes if unable to attend the national meeting.