

POSITION: FRIENDS BULLETIN DIRECTOR

APPOINTED BY: NPYM Steering Committee

APPOINTED AT: Second Annual Session Steering Committee meeting

NOMINATED BY: NPYM Nominating Committee

TERM LENGTH: Three years

TERM BEGINS: September 1

MEMBERS: Two, usually one from Willamette Quarterly Meeting and one from Pacific Northwest Quarterly meeting in staggered terms. A third "Director in Waiting" can be appointed to prepare for joining the board by familiarizing self with the business by receiving reports during the year prior to assuming office. Directors may be reappointed to a second term.

REPORTS TO: Steering Committee

COORDINATED BY: Steering Committee Associate Clerk

WORKS PRIMARILY WITH: Steering Committee and Friends Bulletin Board of Directors

DEFINITION: Serves as a Director of the Friends Bulletin Corporation. Friends Bulletin is the official publication of the Religious Society of Friends (Quakers) of Pacific Yearly Meeting, North Pacific Yearly Meeting, and Intermountain Yearly Meeting. Pacific Yearly Meeting appoints three directors while North Pacific Yearly Meeting and Intermountain Yearly Meeting each appoint two directors.

TASKS & TIMELINE:

-Participate in meetings that oversee both the editorial and financial aspects of publishing Friends Bulletin. These meetings are scheduled for twice each year, usually late October and late April. The meetings are day-long on Saturday. A conference call is possible for winter.

-Oversee and select personnel.

-Take specific responsibility of clerk or member of sub-committee.

-Be conduit of information between Friends Bulletin and North Pacific Yearly Meeting, its Quarterly Meetings, Monthly Meetings, Preparatory Meetings, and Worship Groups. Keep NPYM informed about the Bulletin as a vehicle for communication among West Coast Friends. Keep NPYM informed of any changes in the Bulletin and report on its financial status. Regular reports to Steering Committee and to Quarterly Meetings will facilitate the process.

-Assure that Friends Bulletin is known within the NPYM. Encourage subscriptions both among individuals and among Meetings. Encourage people new to Friends to become familiar with the Bulletin.

-Other tasks as needed for the effective management and development of Friends Bulletin.

**EVALUATION:** Prepares a report/evaluation for the Friends Bulletin Director 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 Friends Bulletin Director (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 Friends Bulletin Director, 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:** North Pacific Yearly Meeting includes an item in its budget for subsidy of the Friends Bulletin. NPYM provides travel reimbursement (transportation, meals, lodging) for each Board of Director's meeting for each Director. NPYM provides for "office expense" (LD phone calls, postage, and photocopy) reimbursement and mileage reimbursement for the other responsibilities of this appointment. Submit reimbursement request with receipts to NPYM Treasurer.

**OTHER INFORMATION:** Friends Publications Correspondants (which includes responsibilities to Friends Bulletin) are seperate appointments.