

POSITION: FRIENDS PUBLICATIONS CORRESPONDENT
CORRESPONDING EDITORS

APPOINTED BY: NPYM Steering Committee
APPOINTED AT: Second Annual Session Steering Committee meeting
NOMINATED BY: NPYM Nominating Committee

TERM LENGTH: Three years
TERM BEGINS: October 1
MEMBERS: Three, one from each Quarterly Meeting
REPORTS TO: Steering Committee
COORDINATED BY: Steering Committee Associate Clerk
WORKS PRIMARILY WITH: Editor, Friends Bulletin

DEFINITION: Serves as contact between Friends publications and North Pacific Yearly Meeting. They are responsible for reporting the activities of the Yearly Meeting to the Bulletin and for encouraging individuals in the Yearly Meeting to submit appropriate articles to it and to other Friends' publications.

TASKS & TIMELINE:

- Encourage Friends to contribute material for publication in the Bulletin.
- Contribute five columns of 350-400 words each per year to Friends Bulletin. Follow the guidelines for column preparation provided by Friends Bulletin.
- Contribute articles to other Friends publications (such as Friends Journal) on subjects of interest to NPYM Friends.

EVALUATION: Prepares a report/evaluation for the Friends Publication Correspondent 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 Publication Correspondent (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 Publication Correspondent, 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 Bulletin. 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: