

POSITION: YEARLY MEETING SECRETARY

Job description revised 12-2004

HIRED BY: Personnel Committee (in consultation with Steering Committee Clerk, if available) with approval of Steering Committee

REPORTS TO: Steering Committee Clerk

WORKS PRIMARILY WITH: Steering Committee Clerk, Presiding Clerk, Associate Steering Committee clerk, members of Steering Committee, Treasurer, and others associated with NPYM

DEFINITION: NPYM secretary provides support for the Steering Committee of NPYM; assists and supports SC Clerk and other officers, and performs tasks to support NPYM Annual Session.

Maximum billable time: 400- 500 hours, annually, billed and paid monthly.

Starting wage: \$13.50 per hour. Reviewed annually by Personnel Committee.

INITIAL TASKS

Establish or take over an office with telephone, e-mail, post office box, file space and other work space and task accommodations to support the Yearly Meeting's needs and facilitate accomplishment of all responsibilities.

Communicate with predecessor to acquire all stocks of supplies, files (electronic and paper), equipment and guidelines or records necessary to continue the Secretarial Support functions for the Yearly Meeting.

Meet (by phone or face-to-face) with Steering Committee Clerk and establish agreements for regular communication, accomplishment of tasks, supervision, assessment and feedback, conflict resolution and other interpersonal relations needed.

ONGOING TASKS

Do regular office management tasks as required and in a timely manner, including:

- Receive mail, distribute it to proper person in NPYM, and/or answer it as appropriate or as requested.

- Check and respond to e-mail regularly, answering it and/or distributing it as appropriate.

- Take phone calls and faxes and provide information as requested.

- Maintain office equipment.

- Stay in regular contact with SC Clerk and consult as needed.

- Maintain a petty cash account, keep records and send to Treasurer monthly.

- Coordinate with Treasurer regarding payment of regular office bills. Including insurance

- Keep record of hours worked and send to Treasurer monthly. Either keep record of employment taxes and prepare quarterly and annual tax reports or furnish Treas-

urer with necessary information in a timely manner so Treasurer can do this task. If preparing reports, send them to Treasurer in a timely manner so Treasurer can write checks and mail them out before deadlines.

Keep records and file regular required reports to the state Labor and Industries or get information to treasurer in a timely manner.

Maintain computerized databases of:

- Monthly Meetings and Worshipping Groups
- NPYM officers, Junior Friends officers, Young Friends officers
- Liaisons and representatives to other organizations
- Standing and *ad hoc* committee members of NPYM
- Steering Committee representatives.

As needed, distribute updated lists of steering committee representatives and committees to steering committee members

Maintain calendar, updating it regularly to include quarterly meeting and NPYM events and other regional and national Quaker and NPYM-affiliated events of interest to Friends. Distribute to Steering Committee and monthly meeting clerks

Maintain NPYM files, including Steering Committee and Annual Session minutes books, employment and petty cash records, & general files.

Maintain and update cross-reference files of SC and AS minutes.

Store NPYM publications, fill orders for publications, arrange for and receive payment, and send payments to NPYM Treasurer.

Arrange for printing of NPYM publications.

Maintain relationship with Friends Bulletin Editor and supply requested information in a timely manner.

Organize and send out materials from SC Clerk, AS Clerk, and others as requested.

In coordination with SC Clerk, prepare letters appropriate for steering committee clerk's signature. Distribute these letters along with job descriptions to newly approved positions.

Work with SC Clerk to keep job descriptions updated. Set up a tickler file so that every job description is reviewed and updated at least once every two years.

Coordinate with Web Keeper to change postings on the web site so that descriptions are current. Send copies of updated descriptions to nominating committee.

Attend Steering Committee meetings and Annual Session. It is important that the secretary attend the plenary in which Steering Committee report is given

Assist with preparations for Annual Session

Works with the webkeeper to see that current information is on the website.

Keeps a complete file of all website related information, including passwords and service providers. Whenever possible the secretary's email should be the contact email address for service provider contacts.

REGULAR PRE-SC MEETING TASKS

Working with SC Clerk, distribute clerk's letter , agenda and background materials to SC members no later than 2 weeks before the SC meeting.
Assist SC Clerk as requested to organize pre-SC meeting

REGULAR POST-SC MEETING TASKS

Working with the SC Clerk and SC Recording Clerk distribute the post-SC meeting materials as soon as possible (within 4 weeks of the meeting). This may include:

- Cover letter
- SC minutes and attachments
- Updated SC address list
- Updated calendar
- Dated information needing general distribution
- Annual Session minutes in the post-AS

If minutes are not available to-do list should go out within 2 weeks

Send copies of SC minutes to archivist and Quaker Colleges Research Archives.

File hard copies of SC mailings in minutes book.

Keep ongoing file of SC minutes on the computer hard disc, and maintain a backup floppy disc file.

Update cross reference of SC minutes. Maintain computer and hard copies of cross references

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PRE-ANNUAL SESSION TASKS IN ADDITION TO PRE STEERING COMMITTEE TASKS

Beginning in early spring, assist AS Clerk in preparation for AS session in any way needed. This may involve sending out letters to Monthly Meetings and Worship groups regarding seasoning concerns, sending out letters to the Friend in Residence committee, sending out YM invitations to other Quaker organizations, or a variety of tasks.

In coordination with the Registrar, distribute Annual Session information and registration materials to isolated Friends and others requesting the information.

Send collected epistles to the Clerk of the Epistle Committee.

Obtain Membership information by sending out statistical forms to Monthly Meetings before June requesting information back by August 1.

Obtain from Monthly Meetings updated address lists in preparation for publishing the directory

Put together a directory of the yearly meeting

Arrange for printing (and making of CD version of NPYM Directory. Bring copies of directory to Annual session.

ANNUAL SESSION

Transport office supplies to Annual Session site and set up office accordingly. Make the office computer available for use by the Daily Bulletin Editor and others as needed.

Transport various NPYM publications to be made available in the bookstore, including ample copies of the new YM Directory and the Faith and Practice.

As much as possible, distribute new Directory to all MMs and WGs present at SC meetings and to Nominating Committee members and other YM officers.

Attend SC meetings at Annual Session.

Remain available to fulfill tasks as needed by SC Clerk, AS Clerk or other YM officers (such as General Arrangements, Physical Arrangements and Program Clerks).

POST-ANNUAL SESSION TASKS

Immediately after annual session reserve Multnomah Monthly Meeting House for October, January and May Steering Committee Meetings.

Do regular post-SC meeting tasks, as outlined above. Distribute copies of Minutes, Proceedings, Epistles, and AS Clerk's Report along with the regular post-SC information

Maintain file of statistical reports and send the membership information to the Treasurer by the end of August.

Distribute updated copies of the AS and SC cross-references to the incoming SC and AS Clerks (and anyone else who requests one).

Distribute Directories (hard copy or CD format) which were not distributed at Annual Session to MM's, WGs, and YM officers.

Send out copies of the Epistle to all other Yearly Meetings.

In coordination with SC Clerk, send thank you letters to continuing officers.

Inform FWCC, AFSC, and FCNL of new and ongoing representatives from NPYM.

JOB REQUIREMENTS:

Flexibility, ability to work unsupervised, ability to prioritize.

Detail oriented.

Able to lift and move up to 35 lb..

Willingness to travel to Annual Session and Steering Committee meetings

Knowledge of NPYM structure and Organization and knowledge of other Friends Organizations.

Computer knowledge: proficiency with a standard word processing program and spreadsheet program and/or data base program. Must also have proficiency with Adobe Acrobat and knowledge on how to do group e-mails to facilitate electronic distribution of minutes, and communicate by email. Basic computer troubleshooting skills are also useful.

EVALUATION: 6 months and one year then Annually by the Personnel Committee.

EXPENSES & TRAVEL: Reimbursement is provided for:

office expenses, including long distance phone calls, postage, and printing and photocopying

Mileage is paid for travel to annual session and Steering committee meetings

Local mileage is paid for travel on behalf on the Yearly Meeting.

Secretary will maintain a "petty cash" fund for office expenses to be reimbursed monthly by the Treasurer.

A fee waiver will be provided to attend the NPYM annual session.

NPYM will furnish basic office equipment and supplies necessary to carry out the expectations of the job.

Changes in Bold April 2006