

FRIENDS COMMITTEE ON LEGISLATION OF CALIFORNIA

JOB DESCRIPTION

GENERAL COMMITTEE - MEETING/CHURCH REPRESENTATIVE

Welcome! You've been designated by your Meeting to be an FCLCA representative and to serve on FCLCA's General Committee, and you've agreed to take on the responsibility. As a representative, you play a key role in the success of our mission. We look forward to working with you. Here is some information about the roles and responsibilities of a General Committee Meeting/Church Representative.

The Friends Committee on Legislation (FCLCA) of California is a nonprofit, 501(c)(4) lobbying organization based in Sacramento. Guided by Quaker values, FCLCA advocates for California state laws that are just, compassionate and respectful of the inherent worth of every person.

The General Committee of FCLCA is composed of up to three members of each monthly meeting or church of the Religious Society of Friends operating in California and up to two members of each yearly meeting or quarterly meeting or Friends association operating in California, as well as at-large members.

The General Committee appoints a Board of Directors which provides administrative oversight and makes governance decisions between annual meetings of the General Committee. The Board consists of ex officio members - the clerk, associate clerk, secretary and treasurer of the General Committee, along with the clerks of the Nominating Committee, the Finance committee, the Policy Committee and the Development and Outreach Committee – as well as three to twelve at-large members. Members of the Board are drawn from among the members of the General Committee and many of them are also representatives. At least two thirds of the board members are Friends, but others who are sympathetic to the mission and purpose of FCLCA may serve.

I. ROLES AND ACTIVITIES OF MEETING/CHURCH REPRESENTATIVES

GOVERNANCE

A. **Serve on the General Committee:** In their governance role, **Meeting/church representatives form part of the General Committee**, which meets once a year to appoint the General Committee members, the Board of Directors and the officers of FCLCA; approve changes to policy statements; set legislative priorities and appoint a nominating committee, and change by-laws, if necessary. Through their representatives, California Friends can be engaged in oversight of FCLCA and bring their views to bear on its policies and priorities.

ACTIVISM/ADVOCACY

- B. Get involved in FCLCA: Representatives are strongly encouraged to participate in the work of FCLCA and to volunteer in any aspects of its activities:** lobbying, advocacy, fundraising, and public education, as well as serving on its various committees or suggesting other projects in support of FCLCA's priorities and ongoing work. **Please sign up for our Action Alerts now at www.fclca.org if you are not already part of our Action Network.**
- C. Deepen the Connection between FCLCA and your Meeting or Church:** Engage your home congregation in grassroots lobbying efforts. Encourage Friends to sign up to receive legislative action alerts on our Action Network (sign up at fclca.org) and subscribe to the FCLCA newsletters. Make regular announcements at meeting and give occasional reports to business meeting. Write updates for your meeting newsletter. Representatives may wish to serve, perhaps *ex officio*, on their meeting's peace and social order committee.
- D. Reach Out with Education, Advocacy and Fundraising on behalf of FCLCA:** Representatives engage their local Quaker meetings and the broader communities in support of FCLCA's work. Your efforts are critical to our lobbying success. We can take our impact far beyond our small staff because of our base of grassroots "citizen lobbyists." Your support of fundraising efforts keeps our organization strong.

II. APPOINTMENT OF REPRESENTATIVES

Representatives are selected by the Meeting or Church he or she serves. FCLCA recommends representatives consider serving at least two years because of the time it takes to be oriented.

III. ORIENTATION/TURNOVER

The FCLCA staff maintains a directory of General Committee members – please let us know as soon as possible if there is a change in representation. It is your responsibility to advise FCLCA staff that you are the new representative. Information about FCLCA and the issues it lobbies for may be found at www.fclca.org at our Action Center. Our policy statements, which guide our lobbying and our positions on the issues and on ballot propositions, can also be viewed at www.fclca.org.

How FCLCA Representatives can help support the work of Friends Committee on Legislation of California

Here are some specific ways you as an FCLCA representative can help our work:

- Organize a delegation to meet with your legislators or their staff in their home district
- Organize citizen advocacy efforts in your community in response to Action Alerts
- Setting up presentations at meetings –you can give the presentation (I can help train) or you can arrange for me or another staff or board member to present
- Help organize Meeting-based fundraising (e.g., silent auctions, festivals, etc.)
- Help facilitate updates in Meeting newsletters
- Give regular updates at Meetings about FCLCA
- Assist with recruiting monthly sustainers, become a sustainer yourself. The minimum is \$10 per month.
- Work with staff to develop outreach programs (for example, perhaps one Sunday could be FCLCA Sunday or we could do a “membership” drive on one day)
- Help identify potential donors who might be interested in making a major gift and help recruit volunteers to ask for donations; I’m happy to train people who would like to ask for gifts or hold small house parties.

Please contact me with any questions or ideas. I’d love to hear from you!

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