

Representative to Friends Committee on Legislation:

**I. Overall purpose of SCMM representation:** The FCL Representative becomes a member of the Board of Directors of the Friends Committee on Legislation of California, a 501c4 lobbying organization based in Sacramento. The Representative brings information to and from FCL and Strawberry Creek Meeting. The Representative may help set the overall policies, annual priorities, and budget of FCL, lobbyists and staff.

**II. Time commitment and term length:** The term is one year, June through May, renewable. A minimum of two years of service is suggested.

The Representative may expect to spend two to four hours per month on FCL-related work, including bimonthly Northern California Regional Committee meetings which rotate around the Bay Area and Sacramento area, an annual Statewide Meeting, Annual Fundraising Dinner, email communications and advocacy, letter-writing, and other activities as desired. The Representative may join a committee, or be invited to join the FCL Administrative Committee, which can typically involve an additional four hours per month on meetings/phone calls, other special events in addition to the above. The Rep will also attend SCMM Peace and Social Witness Committee meetings periodically and coordinate meeting activities on behalf of FCL (see below).

**III.** The FCL Representative is an adjunct member of SCMM's Peace and Social Witness Committee and will attend committee meetings as needed to coordinate meeting involvement in FCL (see below), and as requested by the P&SW Committee's Clerk.

**IV. Contact with FCL:** It is the Representative's responsibility to advise FCL staff that s/he is the new representative. The current contact person as of September 2002 is Ira Saletan, outreach and development coordinator: 916/443-3734. The FCL staffer who will add the Rep to their mailing list and send out orientation materials is the office manager, Vicki Valine at the same contact telephone.

**V. Contact with Meeting:** The Representative is responsible for receiving information from the FCL, and sharing it with the Meeting. The Rep will convey relevant information, especially action-related items, to SCMM via postings to the SCMM listserv, paper handouts and/or bulletin board postings at Meeting, after-worship announcements, and periodic newsletter items. For specific initiatives or for ongoing information, the Representative should coordinate with the P&SW committee.

**VI. Coordinating Activities:** In coordination with the P&SW Committee, the Representative should encourage SCMM Friends to actively involve themselves in the work and legislative initiatives of FCL. This may involve, for example, working with FCL staff and Reps from other Monthly Meetings on lobbying or outreach events, making contacts with local officials, or coordinating periodic after-meeting letter-writing campaigns related to FCL action items. The Rep should also encourage Meeting and individual financial support of FCL

**VII. Orientation/End-of-term changeover process:** As incoming Representative, you will receive a briefing from your predecessor or senior colleague; as outgoing/senior Representative, you will brief your successor/junior colleague. (As a general rule, Meeting shall appoint one representative per year; however, in some circumstances an experienced Representative may continue to serve at the discretion of the Meeting and the FCL Board during a transition period. A meeting should be arranged by the incoming Representative, to take place within either the last month of the old term or the first month of the new term (May-June). At this time, any appropriate files or notes should be transferred from the outgoing to the incoming Rep as well as advice, wisdom, and updates on pending issues. FCL staff will provide new Reps with background materials such as a meeting schedule, Policy Handbooks, and Phone Directory of Meeting Representatives.

Items you receive should include:

- A copy of this job description
- The contact information for current FCL staff
- Flyer or website describing FCL ([www.fclca.org](http://www.fclca.org))

*Revised 02/03*