

Representative to Friends Committee on National Legislation:

**I. Overall purpose of SCMM representation:** The representative (known as a "Meeting Contact" by the FCNL) keeps the Meeting informed of FCNL actions and activities.

**II. Time commitment and term length:** The term is one year, June through May, renewable.

The representative will spend perhaps 1/2 hour weekly to review and prepare the FCNL email Legislative Action Message for distribution to SCMM. The representative will also attend SCMM Peace and Social Witness Committee meetings periodically and coordinate meeting activities on behalf of FCNL (see below). Approximate total: 35 hours per year.

**III.** The FCNL 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 FCNL (see below), and as requested by the P&SW Committee's clerk.

**IV.** It is the representative's responsibility to advise the FCNL that s/he is the new representative. The current contact person as of September 2002 is Kathy Guthrie: [kathy@fcnl.org](mailto:kathy@fcnl.org).

**V.** The representative is responsible for receiving information from the FCNL, and sharing it with the meeting. The representative will subscribe to the weekly email "Legislative Action Message" and 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.** In coordination with the P&SW Committee, the representative should encourage SCMM Friends to actively involve themselves in the work and legislative initiatives of FCNL. This may involve, for example, coordinating periodic after-meeting letter-writing campaigns related to FCNL action items. The representative should also encourage meeting financial support of FCNL. Once every two years, the FCNL solicits feedback from meetings to help set priorities for Quaker advocacy in Congress; under the auspices of P&SW Committee, the representative will convene a session for collecting meeting responses and will convey that information back to FCNL. Periodically, the FCNL will send out a draft Legislative Policy Statement for review and discernment, which the representative will present to Meeting for Business in consultation with the P&SW clerk, and will return the meeting's feedback to FCNL.

**VII. Define end-of-term changeover process:** As incoming representative, you will receive a briefing from your predecessor; as outgoing representative, you will brief your successor. The incoming representative will arrange a meeting 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 representative as well as advice, wisdom, and updates on pending issues.

Items you receive should include:

- A copy of this job description
- FCNL handbook for Meeting Contacts
- The contact information for current FCNL staff
- Subscription details for the email Legislative Action Message

*Revised 02/03*