

Newsletter Committee

The Newsletter Committee is a group of individuals who each contribute an activity in the process of publishing the Meeting Newsletter. Individual activities vary, but there are several constant activities:

Database Keeper generates address labels

the finished newsletter is photocopied and delivered to Meeting for Worship at least one week prior to the monthly Meeting for Business

Friends who do not retrieve a copy at Meeting for Worship receive a copy in the mail

The editor has specific tasks:

- prepare, copy and distribute the monthly newsletter
- maintain the Meeting Calendar
- maintain the newsletter mailing list (which is distinct from the Meeting Directory)
- check the guestbook at least once each month for people requesting to receive the newsletter
- post the current newsletter on a bulletin board in the Meeting room

The newsletter normally contains

- monthly calendar of events
- other contributed items
- advices and queries for the month
- minutes of Meeting for Business (prepared by the Recording Clerk)
- other meeting documents, such as the State of the Society Report, Nominating Committee nomination lists, and other committee reports
- other miscellaneous contributions, such as letters and announcements from other Monthly Meetings, Quarterly Meeting, and Pacific Yearly Meeting

The Committee meets to read and respond to Advices and Queries as directed by Worship and Ministry, and presents a response at Meeting for Business.