

Pacific Yearly Meeting Representative and Observer:

I. Overall purpose of Strawberry Creek Meeting representation: SCM sends a representative to PYM, who is an ex officio member of the YM's Representative Committee. The representative brings SCM concerns to the YM and reports back to SCM on the issues, concerns and decisions of the Representative Committee and Annual Session. The observer is encouraged to use the opportunity to become familiar with the work and procedures of the Representative Committee and Yearly Meeting, assisting the rep as needed for two years, and becoming the rep for the following two years.

II. Time commitment and term length: The term is one year, January through December. Because the Yearly Meeting desires continuity of service, under normal circumstances, a two-year commitment is expected: two years as observer, and the following two years as representative.

The representative and observer attend 2 meetings per year: the six day Annual Session, held in the Summer, and the full-day Representative Committee meeting, held on the first Saturday in March. It is particularly important for the observer to attend these meetings if the rep is unable to, and vice versa. The rep and observer are also available at SCM in the weeks before and after the yearly meeting to be contact people, and the rep should make a report at the monthly meeting for business following the Annual Session and representative meeting. In total, 7 days a year plus approximately 5 hours of announcement-gathering and report writing. Both the Annual Session and rep meeting rotate among locations in California; in recent years Annual Session has been at Walker Creek Ranch near Petaluma. It is helpful if you have reliable access to a car or are adept at using public transportation or securing carpool rides.

III. It is the rep's responsibility to advise PYM that s/he is the new representative. The rep should notify the current YM statistical clerk, whose name and contact information will be provided by the outgoing rep. One of the statistical co-clerks as of September 2015 is Lee Knutson, Palo Alto Meeting 33 [lknutson@nexialists.net](mailto:lknutson@nexialists.net)

IV. In the weeks prior to each Annual Session, the rep and/or observer should announce that Annual Session is happening, distribute registration information, and collect information from SCM that should be distributed at the Annual Session. As information becomes available about registration and scholarships, the rep should place timely announcements in the SCM newsletter. The rep may also convene an informational after-meeting session to answer newcomer questions about the Annual Session. The rep and observer may also help SCM Friends with coordinating carpools, securing adult sponsorship for unaccompanied teens, and other cooperative meeting involvement in the Annual Session, e.g. collective Family Night offerings.

V. The rep is responsible for receiving information from PYM, and sharing it with the meeting. Following Annual Session and representative committee meeting, the rep should make relevant announcements from those gatherings to the monthly meeting, and provide any relevant links to committee clerks. The rep should make reports at April and September meetings for business, bringing any items of business from the Annual Session that require monthly meeting action or seasoning and sharing items of general meeting interest or concern. The rep will let SCM know when and how they may access yearly meeting materials on the PYM website, through appropriate announcements and/or notices in the SCM newsletter. The rep may also convene an informational after-meeting session for sharing experiences of yearly meeting by SCM Friends who attended.

VI. The rep and observer are the primary vehicles for SCM to bring concerns or action items to the YM. They are responsible to actively participate in PYM as reps of SCM through attendance at Annual Session and representative committee meeting. Although they bring the thoughts, feelings and convictions of their Meeting to matters under consideration, they should not adhere

to a predetermined point of view, but join with other members of the committee in seeking Divine Guidance for the corporate sense of the Yearly Meeting. Prior to Annual Session, the rep will consult with SCM's clerk to discern whether there are specific concerns to bring to the Annual Session and will advise the clerk of the YM if so. The rep is also responsible for conveying the results of SCM's seasoning or action on YM items back to the YM at a subsequent meeting as appropriate.

VII. End-of-term changeover process: As incoming representative/observer, you will receive a briefing from your predecessor; as outgoing representative/observer, you will brief the observer. A meeting should be arranged by the incoming representative/observer, to take place within either the last month of the old term or the first month of the new term (December-January). At this time, any appropriate files or notes should be transferred from the outgoing to the incoming representative/observer as well as advice, wisdom, and updates on pending concerns.

Information you receive should include:

- A copy of the job description
- The schedule of the coming year's Annual Session and representative committee meeting
- The contact information for the PYM statistical clerk
- Key people to know at YM. Ideally, the observer will have been able to attend YM and rep meeting with the rep so introductions can be made if the observer is new to YM.

Reviewed and updated to reflect current practice 10/15