

Pacific Yearly Meeting Representative and Observer:

I. Overall purpose of SCMM representation: SCMM sends a representative to PYM, who is an ex officio member of the YM's Representative Committee. The representative brings SCMM concerns to the YM and reports back to SCMM on the issues, concerns and decisions of the Representative Committee and YM. 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 one year, and becoming the rep in the following year.

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

The representative and observer attend 2 meetings per year: the weeklong yearly meeting, held in July or August, 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 SCMM 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 yearly and representative meeting. In total, 7 days a year plus approximately 5 hours of announcement-gathering and report writing. Both the yearly meeting and rep meeting rotate among locations in California; in past years yearly meeting has been as far north as Chico and as far south as San Diego. It is helpful if you have reliable access to a car or are adept at 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. The statistical clerk as of September 2002 is Gary Wolff, garywolff@earthlink.net.

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

V. The rep is responsible for receiving information from PYM, and sharing it with the meeting. Following yearly meeting and rep meeting, the rep should make relevant announcements from the meeting to the monthly meeting, and provide handouts to the relevant committee clerks. The rep should make reports at April and September meetings for business, bringing any items of business from YM that require monthly meeting action or seasoning and sharing items of general meeting interest or concern. The rep will let SCMM know when and how they may access yearly meeting materials on the PYM website, through appropriate announcements and/or

notices in the SCMM newsletter. The rep may also convene an informational after-meeting session for sharing experiences of yearly meeting by SCMM Friends who attended.

VI. The rep and observer are the primary vehicles for SCMM to bring concerns or action items to the YM. They are responsible to actively participate in PYM as reps of SCMM through attendance at yearly meeting and rep 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 Meeting. Prior to YM, the rep will consult with SCMM's clerk to discern whether there are specific concerns to bring to the YM and will advise the clerk of the YM if so. The rep is also responsible for conveying the results of SCMM'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 yearly meeting and rep 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.

Revised 11/02