

Job Description of Northern Yearly Meeting	
<i>Committee</i>	Children and Youth Committee
<i>Position(s)</i>	
<i>Date Approved by NYM</i>	
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Gifts:

The Children and Youth Committee seeks to provide opportunities that nurture Quaker values and practices in our young people. These are some of the possible gifts that committee members may bring:

Members may have served on their Meeting First Day School Committee or been involved as a teacher or helper in the FDS program. Members may bring valuable insights as parents of youth currently or previously involved in the NYM C & Y program. Members may bring experience from their secular jobs or activities that are relevant to the responsibilities of the committee. Members may bring a variety of personal skills and qualities that can contribute to the success of the committee's activities.

Responsibilities and Activities:

1. Overseeing the Children and Youth program for middle and high schoolers. This consists of:
 - a. Hiring coordinators for the Middle School and High School programs.
 - b. Overseeing implementation of Middle School and High School retreats and of the MS and HS programs at Annual Session.
 - c. Evaluating the work of the Coordinators and the overall program.
 - d. Developing policies necessary to successfully accomplish these activities.
 - e. Monitoring the budget for the C & Y program and informing MfB of changes that may be required in the budget.
2. Coordinating Children and Youth activities occurring at Annual Session with the Annual Session Planning Committee and the Annual Session C & Y Program Coordinator.
3. Supporting NYM's commitment to Camp Woodbrooke.
4. Facilitating communication among NYM member meeting First Day School programs (e.g. maintain listserv, website).
5. Maintaining C & Y webpage on NYM website.

Membership on Committees:

1. The committee generally has five adult members, plus two teens selected by the HS program.
2. Members of the committee do not need to be Members of a monthly meeting.
3. The MS and HS coordinator will participate in committee meetings on a regular basis.
4. The committee Convenor will:
 - a. Prepare and disseminate meeting agendas.
 - b. Facilitate committee meetings.
 - c. Be the primary oversight person for the C & Y Coordinators.
 - d. Be the point of contact with NYM Annual Session Planning Committee and the Annual Session C & Y Coordinator.

Final: March 2017

5. The roles of the Convenor may be shared with a formal Co-Convenor or delegated to other members of the committee as mutually agreed upon.

Meetings

1. Meetings are generally held on a monthly basis by teleconference during the school year.

Reports and Correspondence:

- Presents annual written report to the NYM Meeting for Business and at Interim Session Meetings for Business.
- Submits written reports to NYM Newsletter as Committee activity warrants or as requested.

Appointment and Term:

1. Adult members are nominated by NYM Nominating Committee and approved NYM Meeting for Business to serve for staggered 3-year terms.
2. Teen members are nominated by the HS program participants at Annual Session and serve a one-year term. They may be nominated for additional one year terms.

General Committee Commitments:

1. Attend monthly meetings.
2. Respond to email correspondence that might occur between meetings.
3. Consider participation in MS or HS retreats on occasion or attend portions of MS and HS programs at Annual Sessions as a way to both support the program and gain understanding of the program activities. This will enhance the member's ability to provide positive support for the program.
4. Share in the exercise of other committee responsibilities, such as writing or reviewing policies, interviewing prospective Coordinators, presenting reports at MfB.