

<b>Job Description of Northern Yearly Meeting</b>	
<i>Committee</i>	<b>Advancement and Outreach</b>
<i>Position(s)</i>	<b>Member</b>
<i>Date Approved by NYM</i>	May 30, 2011
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<i>File Name</i>	<i>Standing Committees/STNDNG—Advancement &amp; Outreach</i>

### Gifts

- Ability to network
- Solid grounding in Quaker process
- Mediation/problem-solving skills
- Comfortable meeting new people
- Knowledge of Quakerism and experience of Quakerism beyond NYM
- Non-judgmental attitude
- Available for some travel
- Good listening skills
- Persistence
- Creativity

### Responsibilities and Activities

1. Help nurture and strengthen existing constituent groups (monthly meetings and worship groups) and regional gatherings. Strengthening can apply to spiritual, physical, structural, etc., needs of a constituent group.
2. Encourage development of new constituent groups and regional gatherings within NYM where there is need.
3. Encourage improved communications between and among smaller and larger constituent groups, including intervisitation, and between NYM and constituent groups.
4. Members will:
  - relate to specific constituent groups
  - research and compile resources
  - provide useful ideas and feedback to constituent groups and the committee as needed
5. Contact each constituent group at least quarterly by way of personal visits, telephone calls, letters, or e-mails.
6. Attendance at one regional gathering per year is encouraged.
7. Sponsor workshop at NYM session.
8. Solicit State of Society reports from constituent groups and arrange for sharing them at NYM.

### Membership and Appointment

1. composed of nine (9) members:
  - 3 from small Constituent groups
  - 3 from large Constituent groups
  - 3 at large
2. Members should come from all geographic areas of NYM. Some members to possess outreach experience, and others can come to it freshly.
3. Nominated by NYM Nominating committee and approved by NYM Meeting for Business
4. Serve 3-year staggered terms

### Records

1. Compile advancement resources and calendars of relevant Friends' gatherings
2. Keep minutes as well as written reports of members' work

### Reports and Correspondence

1. Present annual written report to NYM Meeting for Business

2. Compile NYM census report based on data gathered from SOS reports. Provide census report to Budget Committee.

Approved by NYM Mtg for Business, May 30, 2011