

<b>Job Description of Northern Yearly Meeting</b>	
<i>Committee</i>	<b>Annual Sessions Planning (ASPC)</b>
<i>Position(s)</i>	<b>Member &amp; Convener</b>
<i>Date Approved by NYM</i>	May 31, 2010
<i>Page</i>	1 of 1
<i>File Name</i>	

Responsibilities and Activities

1. ASPC plans the theme and program and arranges for facilities and support services for each specific yearly meeting annual session.

Membership and Appointment

1. Six (6) members serve staggered 3-year terms, one of whom is **Convener**. These 3-year Members are nominated by NYM Nominating committee and approved at the Meeting for Business. In addition, interested NYM Friends are invited to serve on this committee.
2. **Convener** is named by Nominating committee from among the members serving 3-year terms and approved by Meeting for Business.

Convener Responsibilities and Activities

1. Convene and conduct ASPC meeting and arrange for minutes to be taken and distributed to ASPC members, and others as appropriate.
2. Present decisions and their background, as appropriate, to NYM Meeting for Business and Executive Committee.