

Advancement and Outreach Committee Job Description

Job Description of Northern Yearly Meeting	
Committee	Advancement & Outreach (Standing Committee)
Position(s)	Committee Member (9)
Date Approved by NYM	3/29/2026
File Name	NYM_Advancement_and_Outreach_Job_Description_2026

Gifts:

- Ability to Network
- Comfortable meeting new people
- Available for some travel or for online meetings with monthly meetings or worship groups
- Solid grounding in Quaker process
- Knowledge of Quakerism
- Good listening skills
- Mediation/ problem solving skills
- Non-judgemental attitude
- Persistence

Responsibilities and Activities:

1. Help nurture and strengthen existing constituent groups (monthly meetings and worship groups). Strengthening can apply to spiritual, physical, structural, etc., needs of a constituent group.
2. Encourage development of new constituent groups 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, emails, or online meetings.
6. Solicit State of Society (SOS) reports from constituent groups and arrange for sharing them at NYM Annual Session or online meeting.

Membership and Appointment

1. Committee is 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. Preferably, some members will 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.
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.
3. Provide a census report to the NYM Finance Committee.