

Committee Descriptions
Old Chatham Monthly Meeting
(revised January 2010)

Bob Bacon Fund

- Raise funds in memory of Bob Bacon.
- Track and acknowledge donations.
- Distribute those funds to support peace and social justice work.

Childcare Coordinator

- Arrange for childcare during regular Meeting for Worship.
- Arrange for childcare during regular and specially called Meetings for Worship.
- Not be responsible for childcare at other times (committees that organize events currently organize childcare for those events).
- Not be responsible for ensuring the childcare person is paid (the Treasurer takes care of this).

Communications

- Develop and maintain a website for the purpose of providing information and documents such as the calendar of events, announcements, and Meeting and committee minutes.
- Be responsible for informing New York Yearly Meeting and other Meetings that currently receive the newsletter about our website.
- Print and mail content from the website for those individuals who prefer receiving hard copy by mail rather than e-mail.
- E-mail notices of a timely nature to the Meeting.
- Develop and edit a quarterly or semiannual newsletter with in-depth articles, artwork, photographs, pieces written by contributors, and other material.
- Keep an updated e-mail list and directory of members and attenders.

Finance (members only)

- Assist in preparation of annual operating budget & collection of funds.
- Annual donations discernment.
- Share with treasurer responsibility of investments.
- Consider other financial matters referred by the Meeting.

First Day School

- Responsible for care and religious education of children in Meeting until they complete secondary education.
- Find First Day School teachers.
- Review and suggest curriculum for each age level.
- Recommend annual budget for First Day School.
- Maintain the First Day rooms and supplies.

House & Grounds

While still at Powell House:

- Maintain inviting appearance to main and side entrances to Pitt Hall.
- Help shovel ice/snow as needed.
- Start fire in winter months.
- Arrange for regular cleaning of the First Day School room.

- Arrange for Old Chatham Meeting participation in Powell House work weekends/contribute to the wood chopping.
- Ensure chairs and equipment are put away after special programs.
- Assist with parking lot and sidewalk maintenance.

For the new land and meetinghouse project:

- Arrange for snow plowing and sanding as necessary.
- Maintain the grounds: arrange for mowing and haying, keeping the property free of trash, and putting in and taking care of plantings.
- Address questions that arise, such as about snow fencing and grazing of horses.
- Work with the Meetinghouse Committee during construction, taking the lead on tasks such as removing trees as required, removing construction debris not handled by the contractors, and installing the sign and outdoor light fixtures.
- Once construction of the building is under way, assume responsibility for all building upkeep and maintenance.
- Make decisions on unusual uses of the land, given considerations such as insurance liability.
- Set up community-wide work days as needed.

Meeting House

- Facilitate decision making by the Meeting and encourage input on location and design of new meeting house.
- Determine choices as governed by available funding (with fundraising committee).
- Bring forward specific recommendations about location, design and construction.
- Ensure appropriate professional input
- Be responsible for oversight of actual construction and its budget

Meeting House Fundraising

- Put together a meeting house fundraising plan & work with Meeting to implement the plan.
- After approval of the plan by business meeting, organize Meeting members and attenders to do the fundraising and oversee the process.
- Track and acknowledge pledges and donations.

Ministry & Counsel (members only)

- Care for the spiritual condition of the Meeting and individuals.
- Develop programs, study groups and public meetings to assist members and attenders to deepen the life of the spirit.
- Provide opportunities for everyone to learn more about the Religious Society of Friends.

Outreach, Peace & Justice

- Plan and promote community events such as film nights, vigils, etc.
- Do publicity for Meeting events and worship.
- Provide orientations on conscientious objection.
- Keep a file for conscientious objectors.
- Provide information and orientation to new attenders and interested people in the community

Powell House Liaison

- Communicate with Powell House director about upcoming events and any specific issues of concern to the two bodies.
- Get approval from PoHo director for scheduling potlucks, evening programs and other use of space apart from regular meetings.

Rayville Burial Ground

- Participate in a larger committee that includes residents of the Rayville community; meet 3–4 times a year.
- Help plan activities and maintain the old Quaker burial ground in Rayville (north of Old Chatham on Rte 13), including work days at the burial ground (usually two per year) and planning and helping with fundraising.

Representatives to Spring and Fall Sessions

- Attend Spring and Fall Sessions or see that an alternate from the Meeting attends.
- Prepare for and participate in the Yearly Meeting business sessions as a seeker after truth.
- Serve as a link between OCMM and the wider body of the Yearly Meeting, including reporting at home on what happened at the sessions.

Trustees (certain percentage of members required)

- The official “board of Directors of the Old Chatham Monthly Meeting, Inc.
- Take action as directed by the Meeting or by circumstances.

Officers

Assistant Clerk (member only)

- Act as the clerk in his/her absence or request.
- Maintain the Meeting bulletin board.
- Assist in making the agenda for Meeting for Business.

Clerk (member only)

- Prepare for, convene and conduct the meetings for business.
- Carry out the instructions of the Meeting, such as writing letters, contacting people, and representing us in the community.
- Sign documents on behalf of the Meeting.
- Monitor all committees to help them meet regularly and function well.

Recorder

- Keep a record of all matters pertaining to membership (birth, marriage, death, new members, transfer of membership, etc.) and to inform the New York Yearly Meeting office of them.
- Keep records of all newsletters and minutes.
- Submit records to Swarthmore College archives.

Recording Clerk

- Write the minutes of the business meeting, subject to the approval of the Meeting.

Treasurer (member only)

- Receive and disburse money
- Keep accounts and reports regularly to the Meeting.
- Work closely with the Finance Committee and the Meeting House Fundraising Committee.