

Committee and Officer Responsibilities

Old Chatham Monthly Meeting

(updates approved January 14, 2024)

Bacon Fund for Peace and Justice Committee 3-year term

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

Children and Youth Committee

- Support and enrich the life of our children and youth as part of our faith community, from their birth through completion of secondary education.
- Offer planned activities on Sunday mornings during the school year and sometimes in the summer.
- Worship and Learning
 - Create and implement a program appropriate for the ages of the children and youth who attend Meeting on Sundays.
 - Identify, organize, and support facilitators or teachers for the children and youth options during traditional Meeting for Worship.
- Childcare
 - Arrange for childcare during regular Meeting for Worship during the entire year.
 - Arrange for childcare during regular and specially called Meetings for Worship, including all Meetings for Business.*
 - Coordinate with the Finance Committee and the Treasurer to ensure the childcare person is paid.
- Other
 - Recommend and manage the annual budget for the committee.○ Report periodically to the Meeting on children and youth activities.
 - Organize the annual book giving.
 - Maintain the space and supplies needed for and used by children and youth.

*Committees that organize events are responsible for organizing childcare for those events.

Communications Committee

- 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, and a blog. Has editorial oversight for all content posted.
- Write and email a weekly newsletter (Meeting Update) with a calendar of events, photos, articles of interest to the Meeting.
- Using the Meeting's Gmail account, email notices of a timely nature to the Meeting; notices focus on Meeting-related issues and events.
- Monitor the Meeting's email account and distribute requests to the appropriate persons in the Meeting for response.
- Print and mail content for those individuals who prefer receiving hard copy rather than email.
- Keep an updated email list and directory of Meeting members and attenders.
- Maintain a Facebook page.

Finance Committee 3-year term (members only)

The committee coordinates with the Treasurer to complete the following tasks:

- Prepare the annual operating budget.
- Solicit and acknowledge donations to the Meeting.
- Via the Fundraising Subcommittee, plan and execute fundraising events.
- Review Treasurer's work and any changes to budgets, documents, etc.
- Review Treasurer's files and bank statements as needed.
- Monitor expenditures and income via monthly Treasurer's Reports; take action as needed.
- Manage the Meeting's investments and loans.
- Manage the Meeting's insurance coverage and policy decisions.
- Manage the Meeting's education/travel grants and the Friends Assisting Friends Fund.
- Oversee the completion of annual Conflict of Interest Disclosure Statements required of the Meeting's Trustees.
- Handle other financial matters related to the Meeting.

House & Grounds Committee

- 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.
- Be responsible 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 for Learning Coordinator

A Meeting for Learning is an opportunity for Friends to come together to listen and participate in a gathering facilitated by a member of our community on a topic that connects to the values and interests of Friends. Friends may share their experiences on a wide range of topics, including social justice, Quaker action, spirituality, or aspects of an individual's experience that may resonate with others. The principal purpose is for the Meeting to learn more about one another and to strengthen our relationships by sharing our interests and passions.

The Meeting for Learning Coordinator is responsible for the following tasks:

- Accept and approve proposals for Meetings for Learning from individuals and committees, and if appropriate refer them to committees for sponsorship. The Coordinator may also take the initiative to set up Meetings for Learning.
- Coordinate the dates and times with the meeting calendar and arrange with the individual presenter or sponsoring committee regarding the other practical details.
- Provide guidance to those creating Meeting for Learning sessions regarding logistics, publicity and other such issues.

Meeting Safety Committee

- Review and administer the Child Protection Policy.
- Set-up Child Protection Trainings as needed.

- Handle reports of alleged child abuse incidents or other inappropriate events and associated follow-up.
- Ensure all appropriate individuals fill out and sign a Registration Form and a Background Investigation Consent Form.
- Maintain an identified individual from outside the Meeting to be on-call to work with us in the event of an abuse incident.
- Develop guidelines and policies around the issues of 'ableism' and accessibility for all members of our community. Provide guidance around sexual and other forms of harassment and discrimination that may arise from time to time in the meeting.
- Conduct trainings or other meetings for learning around all these issues as needed.
- Be a central body for developing and maintaining OCMM's Covid-19 policies. Work with our Covid advisors, appropriate committees, and interested individuals to monitor, review, or modify our adherence to County, State and Federal regulations as needed.

Ministry & Counsel Committee 3-year term (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.

Nominating Committee 3-year term (members only)

- Discern the gifts of members and attenders in order to propose candidates for Meeting officers, committee conveners, and committee members.
- Be informed of terms of service and requirements of membership for service, as relevant.
- Identify Meeting members and attenders for committee and officer participation for the following year (July–June).
- Ask those identified if they are willing to serve.
- Prepare a slate of nominees and present to Meeting for Business for a first reading in May of the current year.
- Update slate for a second reading and approval at Meeting for Business in June.
- Update slate with committee clerks, when identified by committees at first meeting of the year; send for posting on the Meeting website.
- Keep current the committee descriptions; submit changes to Meeting for Business for approval; send for posting on the Meeting website.

Outreach, Peace & Justice Committee

- 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.

Rayville Burial Ground Board

- Participate in a larger committee that includes residents of the Rayville community; meet 3 to 4 times a year.

- Help plan activities and maintain the old Quaker burial ground in Rayville (north of Old Chatham on County Route 13), including work days at the burial ground (usually two per year) and planning and helping with fundraising.

Representatives to NYYM 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.

Technology Committee (the Tech Team)

- Monitor and maintain the IT services and equipment, which includes the internet connection, router and WiFi, microphones, laptop, AV equipment in the closet, TV-type screen and large film screen. Recommend procurement of new IT services and equipment.
- Coordinate services and account information for technology-enabled services in the meetinghouse, including any network enabled devices and related services.
- Monitor and recommend improvements for how the Meeting conducts hybrid and online events.
- Train volunteers to support the use of Meeting technology.
- Coordinate online hosting for official Meeting hybrid and online only events.
- Coordinate with Communications Committee to address technology issues related to the OCMM website.

Trustees 3-year term (certain percentage of members required)

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

Welcoming Committee

- Manage issues and needs arising from functions held at the Meetinghouse.
- Manage policies and guidelines for use of Meetinghouse.
- Manage/oversee cleaning and janitorial services (including kitchen and restroom supplies and name tags) for the Meetinghouse.
- Distribute and track Meetinghouse keys and equipment.
- Ensure the kitchen is appropriately supplied.
- Open and close Meetinghouse for Meeting for Worship and general Meeting events (e.g., potlucks).
- Maintain awareness of newer attenders and their interest in the Meeting. Provide printed materials for the Meeting to use as appropriate.
- Consider choices for interior design of the Meetinghouse consistent with the vision statement of simplicity and sustainability.
- Organize the Meeting’s annual picnic.
- Coordinate with other committees to facilitate decision-making and manage the acquisition and divestiture of additional items for the Meetinghouse as needed.
- Coordinate with the Finance committee on budget.

Officers

Assistant Clerk 3-year term (member only)

- Act as the clerk in their absence or by request.
- Monitor the Meeting mail and phone messages and distribute requests to the appropriate persons in the Meeting for response.
- Assist in making the agenda for Meeting for Business.

Clerk 3-year term (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 3-year term

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

Recording Clerk 3-year term

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

Treasurer (member only) 3-year term

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

Assistant Treasurer (member only) 1-year term

- Assist the Treasurer in maintaining accounts, files, and necessary software; producing and presenting reports; and addressing issues that arise.
- Work with the Treasurer and Finance Committee to learn the Meeting's financial policies, procedures, and processes.
- Act as Treasurer in the Treasurer's absence or by request.

Individuals considered for this position must be comfortable working with computer software, particularly Word and Excel, and be able to learn the accounting software used to keep the Meeting financial records. The Assistant Treasurer should be willing to move into the position of Treasurer.