

## **YONGE STREET MONTHLY MEETING OFFICERS AND COMMITTEES**

*Committee work is a richly satisfying way to put Quaker principles and beliefs into practice. The work of all committees is conducted in the spirit of worship. Most Friends experience, too, a profoundly rewarding sense that they are helping to perpetuate and renew a fundamental tradition of Quakerism. At the same time, serving on a committee is for many the best way to come to know others in the Meeting and to form meaningful new friendships. Newcomers learn much from old-timers; old-timers find new sources of vitality and hope for the future of Quakerism from their close contact with newcomers to the Meeting.*

*Blue Book of Brooklyn Meeting Committee Responsibilities, 2009*

The smooth running of the committees is essential to the proper running of the Meeting. Their purpose is to help the Monthly Meeting as a whole function better, by taking care of details that are within their mandate. They are often given the responsibility to make initial discernment of what the Meeting should do, and bring their recommendations to Monthly Meeting for final decisions. See *Organization & Procedure of Canadian Yearly Meeting*, 2.18-2.22.

### **How we choose committee members**

Nominating Committee discerns names of Friends to fill positions and serve on committees. This recognition of gifts requires knowledge of what the committees do and a deep understanding of our members and attenders. We encourage regular attenders as well as members of the Meeting to serve on committees.

### **Committee meetings**

#### First named

When names of committee members are initially approved, the Meeting will designate one person as “first named”. Their only responsibility is to call the first meeting, at which the committee will choose one of its members to act as clerk. The Clerk(s) of Monthly Meeting should be informed promptly of the names of new clerks (as also when there is a change of committee clerk). Co-clerks may be chosen, but one member should be responsible for communicating with Monthly Meeting.

#### Understanding committee responsibilities

All committee members should read the terms of reference for their committee.

*Organization and Procedure of Canadian Yearly Meeting* is an indispensable resource.

#### Committee meetings

It is the responsibility of the clerk to call meetings, though it is also possible for other members of a committee to do this. If the meeting is to be in the meeting house, it is necessary to check with the scheduler. Remember that in the winter, the building is only heated when required. The committee clerk should have a key to the meeting house.

#### Keeping minutes

A record is kept of each meeting, including a list of those present and what decisions were made. These minutes are circulated to committee members in a timely manner. The clerk keeps a binder of ongoing committee records, and passes it on to the next clerk.

### **Committee finances**

Some committees have an annual budget allocated by Monthly Meeting. Ongoing expenses within budget are minuted by the committee and the bill submitted directly to the MM Treasurer. Ad hoc committees may have funds specially allocated for specific purposes. Any additional expenses must be approved by the Meeting for Business before action is taken. Committee clerks can ask the Treasurer for the status of their funds at any time.

### **Committee reports to Monthly Meeting**

*Currently*, Meeting for Business is generally held on the fourth Sunday of each month, except July, August and December. Items for the agenda should be submitted in good time. In most cases committee reports are summaries of their activities, responses to MM requests, requests to MM for action or requests for funds. A committee generally submits its report to the Clerk before the business meeting. If the matter is complicated, it is best to have copies for distribution. Reports may be read, or time may be given for individual reading. Reports are generally presented by the clerk of the committee.

### **Support for committees**

If your committee has problems, it is important for the Meeting that they be solved. Procedural questions may be brought to the Clerk or another knowledgeable Friend, or a previous clerk of the committee. The Treasurer can answer budgetary questions. If there are interpersonal issues you might talk with a member of Ministry & Counsel or the Clerk. We are a diverse community, with a common centre, and we try to solve such problems in keeping with our common beliefs.

### **Terms of service**

Membership of most committees and positions is open to both members and attenders of Yonge Street Meeting; committee clerks are generally members. Exceptions are noted in the terms of reference.

Appointments are generally for three calendar years, with the possibility of a second term. Resignation from a committee is possible at any time, but adherence to the annual schedule is appreciated by Nominating Committee.

### **Time commitment**

The “time commitment” item in these terms of reference is here only as a guideline for those considering whether being on a given committee is right for them. In the words of one Yonge Street Friend, “we do what we can in the hours that are given to us to do it.”

### **Committee responsibilities**

Descriptions of each committee, with committee clerks and membership, follow. Committees are urged to keep these descriptions up to date. Any significant change in committee or position mandate requires approval by the Business Meeting.