

HANDBOOK OF PACIFIC NORTHWEST QUARTERLY MEETING

Version	Date	Changes
8.1	3/22/2017	Changes agreed upon at Winter Continuing Committee meeting. Format pdf, identified areas where content is pending, added note on PNQM as constituent of NPYM, added Handbook Editor role.
8.2	2/14/18	Updates to Site Liaison Role (insurance certificate, contract signing). Added to monthly meeting obligations that outgoing host supports incoming host.
8.3	4/28/21	Added Ministry and Counsel committee description and duties. Changed M&O committee name and abbreviation in its various forms to M&C equivalents. Changed all references to 8.2 version to 8.3 (e.g. in the page footer).

Contents

OVERALL STATUS OF PNQM.....	5
Legal Status and Relationship to North Pacific Yearly Meeting (NPYM).....	5
Constituent Meetings.....	5
OVERVIEW OF GOVERNANCE and DUTIES OF OFFICERS.....	5
Summary Responsibilities at Quarterly Meeting.....	5
SESSIONS.....	6
Winter Silent Retreat.....	6
Spring and Fall Sessions.....	6
QUARTERLY MEETING OFFICERS.....	6
DUTIES OF OFFICERS.....	7
Co-clerks.....	7
Recording Clerk.....	8
Treasurer.....	8
Ministry and Counsel Committee Co-clerks.....	9
Co-Registrar.....	9
Site Liaison.....	11
Junior Friends Advisors.....	11
Children's Program Coordinator.....	13
Children's Program Teacher Recruiter.....	14
Listkeeper.....	14
OTHER QUARTERLY MEETING APPOINTEES.....	15
First-Aid Kit Manager.....	15
Webmaster.....	16
Radio Manager.....	16
Evaluations Coordinator.....	16
Junior Friends Clerk or Co-Clerks.....	17
QUARTERLY MEETING COMMITTEES.....	18
Ministry & Counsel Committee.....	18
Continuing Committee Details.....	18
Emergency Decisions Committee.....	19
Friends Committee on Washington Public Policy.....	21
Visiting Committees.....	21
Other ad hoc committees.....	21
FINANCIAL PRACTICES.....	21
Fiscal Year.....	21
Reserve to be Maintained.....	21
Suggested Fees for Sessions.....	21
Reimbursement of Expenses.....	22
Audits.....	22
GENERAL PROCEDURES FOR QUARTERLY MEETING.....	23
OBLIGATIONS OF THE MONTHLY MEETING TO PNQM.....	23

OBLIGATIONS OF PNQM TO THE MONTHLY AND PREPARATIVE MEETINGS AND
WORSHIP GROUPS.....23
APPENDIX.....24
APPENDIX A: Current process for drafting, circulation, and approval of minutes.....24
APPENDIX B: Qualifications, recruitment, nomination, & approval of Junior Friends Advisors26 ..
APPENDIX C: Additional details concerning the PNQM Children’s Program.....27
APPENDIX D: Web Practices and Procedures.....28
APPENDIX E: Registrar Procedures.....29

OVERALL STATUS OF PNQM

Legal Status and Relationship to North Pacific Yearly Meeting (NPYM)

PNQM is an unincorporated non-profit organization. As a religious organization, donations are tax deductible. NPYM is incorporated, however, PNQM is not. PNQM is a constituent part of NPYM and is under theegis of NPYM.

Constituent Meetings

Meeting and worship groups can be found through links at the top left of the home page for Quarterly Meeting: www.PNQM.org

OVERVIEW OF GOVERNANCE and DUTIES OF OFFICERS

The activities and policies of PNQM are guided by decisions made primarily by the Quarterly Meeting for Business, the Continuing Committee, and the organizers of the Silent Retreat, and by the actions and choices of officers and other appointees who are selected to carry out those policies and facilitate those activities.

In the following pages, the PNQM Handbook presents job descriptions for Quarterly Meeting officers and other appointees; describes the usual division of authority between the Meeting for Business and the Continuing Committee and includes a detailed description of Continuing Committee's composition and duties.

In addition the handbook describes the composition and functions of other committees and the general organization of the Silent Retreat in addition to basic details about quarterly meeting.

A companion to the PNQM Handbook is the PNQM Session Planning Guide. The PNQM Session Planning Guide provides step by step instructions on the best practices for hosting the Spring and Fall Quarterly Meetings.

Summary Responsibilities at Quarterly Meeting

The Meeting for Business is the responsibility of the Quarterly Meeting Co-clerks.

Early Morning Worship and the closing Meeting for Worship of each session are the responsibility of the Ministry and Counsel Committee and/or its Co-clerks. The Junior Friends' program is the responsibility of the Junior Friends and their Advisors. The Children's Program is the responsibility of the Children's Program Coordinator and of the program leaders/planners s/he recruits.

Registration materials and forms (except for an initial page or two concerning the theme and specific program elements), and all other matters concerned with registration and communication with the Quarterly Meeting site for billing purposes, are the responsibility of the Registrar, possibly assisted by the Listkeeper and/or other PNQM officers. Other communication and negotiation with the Quarterly Meeting site is the responsibility of the Site Liaison. All other arrangements and segments of each Quarterly Meeting session's program are under the care of the host Monthly

Meeting's Planning Committee, in consultation with the Clerk, Registrar, Site Liaison, Children's Program Coordinator, Continuing Committee, and the Ministry and Counsel (M&C) Committee as needed.

SESSIONS

Winter Silent Retreat

Since the 1990s, an annual Winter Silent Retreat weekend has been offered by QM. Currently, this activity is scheduled during the last half of January and is held at Camp Huston, an Episcopal camp and conference center located in Gold Bar, Washington. The objective of the silent retreat weekend is to provide Friends within the QM an extended opportunity for worship and quiet companionship within a supportive community. Over the years the Winter Silent Retreat has served to include isolated Friends from several states, increasing the reach of QM's care.

The Winter Silent Retreat is under the care and Counsel of PNQM. Financial and policy issues for this retreat follow the same decision-making guidelines as other QM sessions. Consequently, decisions such as the fee structure and attendance parameters are the responsibility of Continuing Committee. Since attendance is generally less than 20 percent of regular QM session attendance, the unity of those present determines the needed roles to operate the Winter Silent Retreat and also those most called to assume these responsibilities.

Spring and Fall Sessions

Time and Place: The Spring and Fall Sessions meet at:

Lazy F Camp and Conference Center,
16170 Manastash Road,
Ellensburg, WA 98926,

Sessions last from Friday evening until after lunch on Sunday of the weekends that include the 4th Saturdays of April and September each year.

QUARTERLY MEETING OFFICERS

The officers of PNQM are all (except the Listkeeper and Junior Friends Clerk/Co-clerk) normally appointed for two-year terms beginning at the end of NPYM's Annual Session during the summer. Except as noted below, they are nominated by the Continuing Committee acting in its capacity as a nominating committee. Incoming officers are encouraged to attend the summer Continuing Committee meeting, which occurs at the site of and during Annual Session. Except in the case of the Junior Friends Advisors, appointments are normally approved by Quarterly Meeting for Business during the spring of the year in which the appointed officers' terms are to begin. In the event that no qualified nominee can be found in time for the spring session's Meeting for Business, or none is approved, the PNQM Continuing Committee may approve a nominee, if one has been

found, at its summer meeting during NPYM Annual Session. All nominated officers serve as members of the Continuing Committee in addition to their specific other duties as described in the following subsection.

The Clerk or Co-clerks of the Junior Friends, unlike other officers, are nominated and approved by the Junior Friends themselves and typically serve for one-year terms that begin at the conclusion of the Quarterly Meeting session in which they were approved. Like other officers, they are considered to be part of the Continuing Committee and encouraged to participate in its meetings.

DUTIES OF OFFICERS

Co-clerks

(2 Friends with terms staggered so that a new Co-clerk begins serving following NPYM Annual Session each year):

- 1 Consult with the host Meeting's Planning Committee, the Registrar, and the Site Liaison concerning arrangements for Quarterly Meeting sessions as needed.
- 2 Prepare the agenda for Quarterly Meeting for Business.
- 3 Preside at Quarterly Meeting for Business and assist the Recording Clerk in preparing minutes as necessary or requested.
- 4 Convene and preside at Continuing Committee meetings, distributing a meeting notice and tentative agenda to Continuing Committee members in advance.
- 5 Arrange for appropriate meeting space for Continuing Committee meetings. For spring and fall, this requires communication with the Site Liaison; for summer, with NPYM's Annual Session Program Clerk and/or Physical Arrangements Clerk; and for winter, with the clerk of the upcoming spring QM session's Planning Committee.
- 6 Assist the Recording Clerk in preparing minutes of Continuing Committee meetings after presiding, as necessary or requested.
- 7 Notifying North Pacific Yearly Meeting (secretary@npym.org) of official changes affecting the Yearly Meeting (e.g. recognition of the change in status of a preparatory meeting to a monthly meeting).
- 8 Carry out instructions to the Clerk as minuted.
- 9 Notify new officers of their appointments and terms of service.
- 10 When not presiding during a given QM session, serve as a Session Coordinator unless a different Friend has been designated to do so by the Continuing Committee. The Session Coordinator carries a two-way radio during the QM session and speaks for the Continuing Committee in resolving any problems which may arise that require an immediate decision. A second Session Coordinator is appointed by the host meeting's Planning Committee. For details, see the job description of Session Coordinator below.
- 11 Serve as a member of the Emergency Decisions Committee (see the section below on Committees for details) when convened by any of its members.
- 12 Serve on PNQM Continuing Committee.

NOTE: The Co-clerks may divide this job chronologically (each presiding during an agreed-upon portion of each year) or in whatever other manner they jointly decide.

Recording Clerk

(term begins and ends following NPYM Annual Session in odd-numbered years):

- 1 Record, circulate for correction/approval, and keep the minutes of Quarterly Meeting for Business.
- 2 Record, circulate for correction/approval, and keep the minutes of PNQM Continuing Committee.
- 3 The details of our current process for circulation, correction, approval, and final distribution of minutes, plus comments concerning documents that may accompany the minutes upon final distribution and post-meeting updates that may be inserted into the minutes, are found in Appendix A (page 10).
- 4 Maintain copies of current and historical minutes to pass on to the next Recording Clerk.
- 5 Serve on PNQM Continuing Committee.

Treasurer

(term begins and ends in even-numbered years):

- 1 Keep financial records and present a brief report at each Quarterly Meeting for Business.
- 2 Disburse funds on request to other officers and committees, and pay bills received on account of PNQM sessions or other Quarterly Meeting business.
- 3 Deposit checks received for session fees, assessments, and donations, coordinating with each session's Registrar to be sure that adequately detailed records are kept of funds received for fees.
- 4 Coordinate with the Registrar to issue partial or full refunds of prepaid session fees, when warranted.
- 5 Prepare a written financial report prior to the winter and summer meetings of the Continuing Committee. The winter report shall include a financial summary of the most recent Fall PNQM session, and the summer report shall cover an entire fiscal year including the most recent Fall and Spring sessions, plus the most recent Winter Silent Retreat.
- 6 Maintain, with regard to each PNQM session, an account of program expenses itemized by the portion of the program to which they pertain, e.g., Registration, Plenary Sessions, WorshipSharing/Discussion Groups, Interest Groups, Junior Friends program, children's program, and/or special categories as may be required for specific sessions. Provide such

information upon request to host Meeting and other program planners and to the Continuing Committee.

- 7 Notify Monthly and Preparative Meetings and Worship Groups, by the time of the Spring PNQM session, of the rate (currently \$2.00 per active adult participant) and due date (normally May 31) of their annual assessments for support of Quarterly Meeting.
- 8 Upon taking office, perform an audit of the financial records passed on by the preceding Treasurer, as detailed below under **FINANCIAL PRACTICES OF PACIFIC NORTHWEST QUARTERLY MEETING** and report findings to the Continuing Committee.
- 9 Serve on PNQM Continuing Committee.

Ministry and Counsel Committee Co-clerks

(there are 2 Co-clerks, with terms of service staggered so that one new Co-clerk begins serving following each NPYM Annual Session):

- 1 Notify meetings and worship groups in PNQM, in late winter, of the deadline for State of Society reports (prior to the spring QM session for that year), and include the name(s) and contact information of the M & C Co-clerk(s) who is/are to receive such reports.
- 2 Receive annual State of Society reports from Meetings and Worship Groups, consider (with the entire PNQM M & C Committee) what method of sharing them with attenders during the spring QM session would be most appropriate, and work to implement the method chosen.
- 3 Forward all State of Society reports to the Friend designated by the NPYM Ministry & Counsel Committee to receive them for sharing during Annual Session.
- 4 Report to each Quarterly Meeting for Business on matters of concern to, and/or actions taken by, the PNQM Ministry & Counsel Committee.
- 5 Close Meeting for Worship on Sunday morning during each QM session, and welcome any announcements needing to be made at that time.
- 6 Clerk and take minutes of a meeting of M & C representatives (and other Friends who may be present) during each QM session. Distribute the minutes to those Friends who were present, as well as to each Monthly Meeting's representative (if any) or to the Clerk of each Meeting's Ministry & Counsel or equivalent committee (if no representative).
- 7 Between sessions, respond to concerns raised as to the welfare of meetings, worship groups, and isolated Friends in PNQM by correspondence when appropriate or by visitation when needed and possible.
- 8 Serve on PNQM Continuing Committee.

NOTE: The above duties are divided between the two Co-clerks as they jointly decide. Other duties are shared with the entire PNQM Ministry and Counsel Committee, and are detailed below under **QUARTERLY MEETING COMMITTEES**.

Co-Registrar

Co-registrars two Friends with terms staggered, so that a new, or re-approved, Coregistrar begins serving following NPYM Annual Session each year, with a term of two years, and a limit of two consecutive terms. The first year is spent assisting and learning, and the second year is spent being in charge and training the next co-registrar.

- 1 Prepare the QM session information and registration materials to be distributed throughout the quarter by the Listkeeper and consult with the webmaster to prepare online registration materials.
- 2 Review online registrations as they arrive.
- 3 Consult with the Children's Program Coordinator or Children's Program Teacher Recruiter to identify teachers. Record fee waivers and stipends, as the affected Friends register (there is no account to enter them into until the person registers).
- 4 Update the online registration system to properly reflect current role assignments, required work assignments, and available housing.
- 5 Teach Planning Committee members and QM officers how to use the online registration program to access reports. Direct them to the online documentation at http://pnqm.org/registration/plan_cmte_intro.html.
- 6 Send the numbers for meal planning and dietary restrictions to Lazy F on the Wednesday nine days prior to the beginning of each QM session.
- 7 Assign housing locations for Friends sleeping indoors.
- 8 Prepare the check-in packets by family, in consultation with the Planning Committee. These typically include a map, schedule, work assignment, and any special information the Planning Committee wants included for each adult; a map and schedule for each Junior Friend; and lodging assignments for each family.
- 9 Provide a list of attender names and email addresses to the evaluation coordinator at the conclusion of each QM session.
- 10 Consult with Planning Committee members regarding locations for Worship Groups and Interest Groups to meet. Typically, these are the bedrooms of the leaders of the groups if they are sleeping indoors, or of another of the participants if the leader is not sleeping indoors. The Worship with Music group, however, meets downstairs in

the Dining Hall in order to use the piano, and large interest groups may also be assigned elsewhere at the discretion of the Interest Groups Coordinator.

- 11 Oversee the check-in process for arriving Friends. This is done primarily throughout Friday evening, and also during the Free Time following lunch on Saturday for later arriving Friends.
- 12 Prepare the attendance report and present it during the Business Meeting.
- 13 Within five days of the end of each QM session, prepare the Lazy F Event Insurance Form, and the final billing information for the Site Liaison to send to Lazy F Camp and Retreat Center.
- 14 Maintain and update the Quarterly Meeting Session Planning Guide as needed. Updates are to be reviewed and approved by the Continuing Committee, and then sent to the Listkeeper for posting on the website.
- 15 Maintain and update the Registrar Guide located in the Guides section of pnqm.org online documents.
- 16 Maintain the detailed (how-to) Registrar Job Description document, and any “help” documents pertaining to use of the online system.
- 17 Serve on the PNQM Continuing Committee.
- 18 Prepare and deliver the cumulative attendance reports at Winter CC for use by that committee in identifying candidates to fill roles whose terms are ending.

NOTE: The PNQM Co-Registrars focus on PNQM’s spring and fall sessions.

A detailed description of the registrar procedures can be found at:

<https://view.officeapps.live.com/op/view.aspx?src=http://pnqm.org/docs/files/bc427bfb-d463bf4639c6f4eff560bdb1b7ec8898.doc>

Site Liaison

(term begins and ends in even-numbered years):

- 1 Reserves dates for our spring and fall QM sessions, and negotiates and signs the contract with Lazy F Camp and Retreat Center on behalf of PNQM. This contract is signed once yearly in the winter.
- 2 Acquires insurance certificate from NPYM Secretary.
- 3 Serves as the primary liaison between the host meeting’s Planning Committee, centrally appointed program planners, Registrar, and Treasurer on the one hand and Lazy F Camp’s Director on the other.

- 4 Serves on Lazy F Camp's Site Advisory Team (known as the SAT), which meets in the spring and fall at Lazy F and once in the winter by telephone conference.
- 5 Serves on the PNQM Continuing Committee.

NOTE: The Convener of the separate planning committee for the PNQM-sponsored Silent Retreat weekend carries out similar function with regard to that retreat.

Junior Friends Advisors

(There are at least 2 but not more than 4 Junior Friends Advisors, with terms of service staggered so that at least one new Advisor begins serving following NPYM Annual Session in each year):

- 1 Assist Junior Friends, as needed and requested, in developing their program for QM sessions and in learning and following Quaker practice, where applicable, in realizing that program. The primary responsibility for program development rests with the Junior Friends themselves.
- 2 Join with Junior Friends in their program, helping them establish and follow Quaker Practice in their Meeting for Business and Worship Sharing.
- 3 Act as a secondary liaison between the Junior Friends and the adult community during each QM session and between sessions, and be an advocate for Junior Friends' concerns.
- 4 Stay in contact with the Junior Friends Clerk or Co-clerks and, as requested, with other members of the group, between QM sessions.
- 5 Sleep in the Barn with the Junior Friends.
- 6 Participate as part of the Junior Friends community both generally and specifically in regard to the Junior Friends Code of Conduct. If a breach of the Code is observed and the Advisor feels comfortable doing so, s/he may address the concern with the individual involved. Otherwise, or if this action does not resolve the problem, the Advisor should bring the concern to the Clerk or Co-clerks, consulting with them as to the appropriate consequences. In some cases this may lead to the concern being brought to the Junior Friends business meeting for the entire community to discuss. Advisors do not have a duty to enforce the Code of Conduct beyond what is expected of all members of the Junior Friends community.
- 7 Consult with the Junior Friends Clerk or Co-clerks in regard to any other major concern about the Junior Friends program or the behavior of individuals.
- 8 During the Junior Friends Meeting for Business, hold all Junior Friends present in the Light and assist the Clerk or Co-clerks, as either requested or needed, with logistical information and guidance regarding Quaker Practice. Advisors may also, as moved, speak from their personal life experience as it applies to matters being considered.
- 9 Purchase snacks and obtain pizzas and movies for the Junior Friends. This expense is reimbursed by PNQM.

10 Communicate between/among themselves to make sure that at least two Junior Friends Advisors will be attending the next QM session. This should be clarified by the registration deadline. The presiding Clerk for the upcoming QM session should be promptly informed concerning which Advisors will be attending, regardless of the number expected to attend.

12 Serve on PNQM Continuing Committee. It is expected that each Continuing Committee meeting will be attended by at least one of the Junior Friends Advisors.

13 Before beginning their service, make contact with one or more previous Junior Friends Advisors in order to get a historical perspective on the program over time. Offer the same assistance to Junior Friends Advisors who follow them. In addition, maintain and pass along the Junior Friends Notebook so that a written history goes to each new advisor.

NOTE: A more detailed description of the qualifications helpful for this position, and of the selection and approval process for Junior Friends Advisors is provided by Appendix B to this document (page x).

NOTE: **Junior Friends** are defined as Quarterly Meeting participants who are in school grades 9 through 12, or are of corresponding age if not in school. Exceptions may be made by agreement among the Junior Friends, their Advisors, and the individual concerned in each case.

Children's Program Coordinator

(term begins and ends in odd-numbered years):

See additional information concerning this position in Appendix C.

Shortly before and during each QM session, the Children's Program Coordinator (CPC) is responsible for the following tasks:

- 1 Consult with the Planning Committee in regard to the session theme, as a possible source for program ideas.
- 2 Consult with the Children's Program Teacher Recruiter to obtain the names and contact information of the teachers for the upcoming session.
- 3 Consult with all the teachers about their program ideas, and help them develop their programs as needed. This might include brainstorming, finding resources, creating links between leaders of different groups to facilitate cooperative activities, and/or offering encouragement. The CPC should not be responsible for leading activity or age group, as this would compromise his or her ability to coordinate effectively.
- 4 Get the enrollment lists from the online registration system after registration closes, and notify the teachers concerning how many children are in each group, as well as any special needs they should anticipate having to deal with.
- 5 Communicate with the Planning Committee to ensure that there will be sufficient adult volunteer helpers for all Children's Program groups.

- 6 Work with the Site Liaison to assign spaces for all Children's Program groups.
- 7 Acquire all necessary program materials (i.e., materials not already available in storage at Lazy f) and snacks before the session, and bring them to Lazy F.
- 8 Help teachers get situated in their group spaces at the beginning of QM. This includes unpacking and distributing Children's Program supplies stored at Lazy F.
- 9 Lead the Children's Program opening circle on Saturday morning.
- 10 Keep in touch with all teachers during Children's Program hours, to help prevent or solve problems and maximize everyone's enjoyment of the group sessions.
- 11 Act as liaison between the Children's Program and other responsible parties at QM. This includes carrying a walkie-talkie during all of the QM session.
- 12 Serve as a channel for parents and other QM attenders who may have feedback and suggestions regarding the Children's Program.
- 13 Report out current status to Meeting for Business.
- 14 Pack up and store the Children's Program materials at the end of each QM session, or orient and oversee the work of a volunteer recruited for this purpose.
- 15 Serve on PNQM Continuing Committee

Children's Program Teacher Recruiter

(term begins and ends in even-numbered years):

- 1 Recruit two teachers for each of the Children's Program groups (see Appendix C for group definitions and teacher compensation). This task can be greatly facilitated by the efforts of people from the two previous host meetings, who have the responsibility to help recruit teachers. It is the Teacher Recruiter's responsibility to communicate with representatives from the ex-host meetings to initiate or extend the search for teachers.
- 2 Inform teachers that if registration for their activity group is very low, it is possible that two adjacent groups will be combined and that one of the teachers may then be excused from this duty. If this should happen, the teacher who is excused will still receive a full fee waiver if s/he attends the session anyway, but not the \$50 stipend.
- 3 Provide a list of recruited teachers, with their contact information, to:
 - 3.a The Children's Program Coordinator
 - 3.b The Treasurer, for disbursement of stipends
 - 3.c The Registrar, for purposes of awarding fee waivers
 - 3.d The Planning Committee clerk, so that teachers are not assigned to work contribution jobs or to small worship groups
 - 3.e The Listkeeper, for purposes of listing them on the "Who Does What at QM?" poster
- 4 During or after the QM session, consult with the Children's Program Coordinator in order to learn whether there were teachers who had difficulties or limitations that could affect their recruitment for future sessions.

5 Serve on PNQM Continuing Committee

Listkeeper

(appointed for an indefinite term):

This position is basically secretarial in nature, but the person filling it effectively serves as the “memory” of PNQM, and that is the reason for having the appointment be indefinite and hopefully long-term. It is essential that the Listkeeper be detail-oriented and sufficiently well-organized to be able to readily access information from a large number of documents. Specific duties:

- 1 Update as needed and maintain the Quarterly Meeting Contact List, which includes all officers, Continuing Committee representatives appointed by meetings (and, when applicable, worship groups), the clerk of Friends Committee on Washington Public Policy, Convener and Registrar for the next Silent Retreat, clerk(s) of Planning Committee(s) for upcoming and recent QM sessions, and clerks of other quarterly meetings in North Pacific Yearly Meeting.
- 2 Update as needed and maintain a list of isolated Friends living, at least part-time, within PNQM's area.
- 3 Update as needed and maintain lists of email addresses for meetings and worship groups in PNQM, Continuing Committee members, Ministry & Counsel Committee members, and isolated Friends.
- 4 Update as needed and maintain other computerized files and documents (not already assigned to a different officer) as may be necessary to the ongoing functioning of PNQM.
- 5 Create mailing labels, mailing label files, and/or emailing lists, as requested, for mailings of PNQM minutes, PNQM session announcements, information/registration materials for PNQM sessions (including the Silent Retreat), assessment notices, State of Society report requests, and other mailings as may be requested by other PNQM officers.
- 6 Oversee or conduct the distribution of PNQM documents by email in collaboration with appropriate officers. In this connection, it is the policy of PNQM that all minutes, registration materials and other documents distributed by electronic mail shall, if possible, be distributed (or at least available upon request) in both Microsoft Word and Adobe Acrobat formats. Website links may be used as a substitute for attaching document files, but only under exceptional circumstances and not routinely.
- 7 Send the Webmaster documents and information to be posted on the PNQM website, along with such instructions as may be needed concerning where and how those materials should be posted. Verify that postings have been done and instructions followed.
- 8 Create and update at least annually a backup diskette, CD, or portable drive containing computer files of ongoing value to PNQM (such as the ones mentioned specifically above), and arrange for storage of the backup medium at a different location from the computer on which the current copies of these files are stored.
- 9 Just prior to each QM session, prepare a sign entitled "Who Does What at Quarterly Meeting?" and listing the names of the Registrar, Site Liaison, Presiding Clerk, Treasurer, Work Assignment Coordinator(s), Children's Program Coordinator(s), Children's Program teachers, Junior Friends Co-clerks, Junior Friends Advisors, Session Coordinators, Radio Coordinator, Interest Groups Coordinator, and others who have major responsibilities during that session.

10 Serve on the PNQM Continuing Committee.

OTHER QUARTERLY MEETING APPOINTEES

A number of other individuals are recruited and appointed, from time to time, to serve PNQM in specific technical areas without being expected to participate, except as may be necessary for their specific functional concerns, in ongoing discernment of PNQM policies by the Continuing Committee. In most cases they are appointed by the Continuing Committee without need for Meeting for Business approval and serve for an indefinite time (i.e., until no longer able or willing to do so, or until their functional expertise is no longer required). Establishment of new appointee jobs is also by authority of the Continuing Committee and does not require Meeting for Business approval.

First-Aid Kit Manager

This job may be performed by either one or two Friends, depending on the circumstances. It is recommended that the Friends or Friends performing this job have a medical background and be familiar with first aid equipment and supplies. Appointment is for an indefinite period and does not require approval of the Meeting for Business. Duties:

- 1 Take the first-aid kit(s) home following each QM session, and replenish and/or update the contents of the kit as indicated by missing items and/or better equipment or supplies becoming available.
- 2 Bring the replenished/updated kit back to the next QM session, or if not attending make sure that it is brought back by another Friend and given to the Site Liaison.
- 3 Submit receipts for materials purchased to the Treasurer for reimbursement.
- 4 Notify the Site Liaison of any problems involving the first-aid kit or supplies.

Webmaster

This job should be performed by a Friend who has the technical skills and equipment needed to manage and update the PNQM website. Appointment is for an indefinite period and does not require approval of the Meeting for Business. Duties:

- 1 Pay domain registration and website hosting fees to maintain our website domain name and contents, submitting appropriate documentation to the Treasurer for reimbursement.
- 2 Update or add content material to the PNQM website as requested by the Listkeeper.
- 3 Trouble-shoot and fix website problems.
- 4 Notify the Listkeeper when requested updates have been completed.

Radio Manager

This role is appointed for an indefinite term, but is not a part of the continuing committee. The Radio Manager role organizes and maintains the "walkie talkie" two way radios used by friends for emergency and coordination during the Quarterly Meeting sessions. Specific activities include:

- Store the radios between QMs
- Buy and install new batteries before each QM (Reimbursement w' receipt through Treasurer),
- Set all the radios to the same channel
- Check them out using a "radio checkout list" which lists the jobs at QM that should have radios (see appendix X)
- Provide instruction as necessary on the use of the radios
- Collect the radios at the end of QM using the radio check out list

Evaluations Coordinator

This role is appointed for an indefinite term, but is not a part of the continuing committee. The standard process is for the Registrar to send the Evaluations Coordinator the list of emails for every adult and those Junior Friends who gave us individual emails as soon as everyone is checked in. This would ordinarily be sometime Saturday afternoon or evening.

The Evaluations Coordinator would then send the survey and receives the results. Report out on the survey should occur at the following continuing committee meeting by the Evaluations Coordinator or a designate.

Junior Friends Clerk or Co-Clerks

The JF Co-Clerks serve staggered one-year terms, one starting at spring quarterly and the other starting at fall quarterly. They are chosen by the JF's at their business meetings.

JF Co-Clerks lead gatherings and meetings of JF's including opening and closing circles, business meetings and meetings with Central Friends. They use Quaker process to understand the sense of the group and build unity on decisions.

JF Co-clerks set the schedule for quarterly meetings with input from the group and the advisers, and lead JF worship sharing groups at Quarterly meetings.

Session Coordinator

There are two QM Session Coordinators, one named by the Continuing Committee and the other named by the Host Meeting. Their duties, as Session Coordinators, are exclusively during the QM Session itself.

The basic job of the Session Coordinators is to deal with questions and problems arising during the session that must be dealt with on an urgent basis. In some cases, "dealing with" may entail referring the matter to someone with more specialized responsibility, such as the Children's Program Coordinator or the Registrar. In other cases it may require the Coordinator(s) to make a decision based on QM policy, precedent, or simply the best judgment of the Coordinator(s) under the circumstances.

Both Session Coordinators shall have 2-way radio units in their possession for the entire session, and they must be turned on and able to receive calls from 7 am on Saturday and Sunday, and until 11 pm on Friday and Saturday. The Session Coordinators are thus callable from any other 2-way radio unit that is set to the same channel. These units will be located in each Children's Program location and also carried by the Children's Program Coordinator, Volunteer Coordinator, one of the Junior Friends Advisors, and by a medically-trained Friend if one attends and is willing to be "oncall".

Handbook Editor

The handbook editor is a newly (2017) appointed role. This role is appointed for an indefinite term, and is a part of the continuing committee. It's recommended that someone already serving on the continuing committee and expected to serve for at least a few years take this role as some knowledge of past edits to the handbook is helpful. The responsibilities of the Handbook Editor include: seeking feedback, collecting edits and adding content as necessary for the review and publication of the handbook. The Handbook Editor will work with the webmaster to publish the handbook to PNQM's website.

QUARTERLY MEETING COMMITTEES

Ministry & Counsel Committee

The Ministry and Counsel Committee is composed of two co-Clerks and the Clerk/s from each Monthly Meeting's/Worship Group's Ministry and Counsel or similarly named committee/s - or their designated representatives. If a Monthly Meeting/Worship Group has both a Ministry and Worship Committee and a Pastoral Care Committee, it is up to the discretion of the Monthly Meeting/Worship Group whether they designate one or both committee Clerks as representatives to PNQM M&C committee. These Clerks - or their designated representatives - shall attend the biannual PNQM M&C committee meetings. The M&C committee meets before or at each PNQM spring and fall session and at other times as needed.

The responsibilities of the Ministry & Counsel Committee are as follows:

1. The PNQM M&C committee members share with each other what is working well and what is challenging for their communities as a way to share information to enrich the spiritual and community life of our Quarter.
2. The PNQM M&C committee helps foster and develop the spiritual life of PNQM as the way opens, through such activities as inter-visitation, outings, retreats, discussions, and speakers.
3. The PNQM M&C committee gives assistance with problems within the Quarter. M&C is available to Meetings and individuals in the QM when problems arise. This could be at the QM session or at other times during the year. When appropriate, the PNQM M&C committee works with the NPYM M&C committee to support Friends and resolve issues.
4. The PNQM M&C committee creates a visiting committee upon request of a preparative meeting when the preparative meeting feels ready for an independent existence as a monthly meeting. M&C will follow the process detailed in *Faith and Practice*.
5. The PNQM M&C gives reports to Quarterly Meeting as needed.

Continuing Committee

The Continuing Committee was created in 1984 at the request of QM for Business. The motivation for forming the CC was to relieve Business Meeting of detailed and time-consuming responsibilities that had become increasingly cumbersome. Due to the smaller size, the greater continuity of membership, and the greater number of meetings (four rather than two per year), CC has assumed a larger role in QM decision-making over the years. However, it should be noted that Meeting for Business still has sole authority regarding the recognition of new participating monthly meetings.

NOTE: The broad process for recognition of new member meetings (whether worship groups, preparative or monthly meetings) in PNQM are as follows: Friends would start by inviting an established monthly meeting to oversee and guide them as they grow in experience as a worship group. As the worship group grows in its practice and faith, the worship group and parent meeting discern when they are ready to become a preparative meeting. Finally, when the preparative meeting and their parent meeting feel they are ready to be a monthly meeting on their own, they together apply to the QM for recognition as a meeting. QM will then have its own discernment process regarding whether the preparative meeting is ready for monthly meeting status.

Also, any new ongoing programs or any significant changes to the scheduling of QM sessions are the sole responsibility of Business Meeting. Currently, the main purpose of CC is to oversee the routine activities and general business of QM, and to serve as a two-way conduit between local meetings and QM business.

CC membership consists of the Quarterly Meeting Clerk (or Co-clerks), Recording Clerk, Treasurer, Ministry and Counsel Co-clerks, Registrar (or Co-registrars), Site Liaison, Junior Friends Advisors, Junior Friends Co-clerks, Children's Program Coordinator, Children's Program Teacher Recruiter, and Listkeeper, plus one representative selected by each Monthly Meeting. Preparative Meetings and Worship Groups are also encouraged to select a representative to serve on this committee. Representative members of this committee normally serve a two-year term, with the beginning/end point of the term decided by the group being represented.

PNQM Continuing Committee meets during each Quarterly Meeting session and during NPYM Annual Session, and in addition meets once during the winter of each year. Each winter meeting shall be held at a time and place decided by the Continuing Committee during its preceding fall meeting, with consideration given to the convenience of the upcoming spring QM session host meeting's Planning Committee. Members of the upcoming QM session's Planning Committee are also specifically requested to attend the Continuing Committee meetings in the winter and during NPYM Annual Session. All meetings are convened and clerked by the Quarterly Meeting Clerk (or one of the Co-clerks).

The responsibilities of Continuing Committee are as follows:

- 1 Generally oversee the affairs of PNQM between Quarterly Meeting sessions. Propose changes in practice or policy for action by Quarterly Meeting for Business after appropriate seasoning by its own members and by Meetings and Worship Groups in PNQM.
- 2 Assist members of the host meeting's Planning Committee in planning and organizing the upcoming PNQM session, as requested.
- 3 Assist PNQM officers, as needed or requested, in the understanding and execution of their respective responsibilities.
- 4 In coordination with the Registrar, establish suggested fees and registration deadlines for PNQM sessions.
- 5 When meeting during a PNQM session, assist host meeting Friends in evaluating the session and identifying information to be added to PNQM's permanent documentation.
- 6 Assist the Listkeeper in developing and updating documentation describing the jobs of all PNQM officers and major Quarterly Meeting session responsibilities such as child care.
- 7 Identify and recruit nominees for most (see NOTE following) Quarterly Meeting officer positions. These nominations are acted upon by Spring Quarterly Meeting for Business or, if this is not possible, by the full Continuing Committee at its summer meeting during NPYM Annual Session. NOTE: The process of nominating and confirming Junior Friends Advisors is somewhat different, since Junior Friends are encouraged to participate substantially in the selection of their own advisors. These procedures are described in Appendix B.

- 8 Appoint one of its members as a Session Coordinator for the next QM session (this is only done during the winter and summer meetings of the Continuing Committee). The Session Coordinator carries a two-way radio during the QM session and speaks for the Continuing Committee in resolving any problems which may arise that require an immediate decision. A second Session Coordinator is appointed by the host meeting's Planning Committee. For details on these jobs, see the last two pages of the PNQM Session Planning Guide.
- 9 Related duties at the request of PNQM Clerk and/or Quarterly Meeting for Business. NOTE: The CC may establish and lay down both standing and ad hoc subcommittees of itself for the purpose of investigating the details of specific matters within the purview of the CC and recommending action to the entire Committee.

Emergency Decisions Committee

The purpose of the Emergency Decisions Committee is to discern whether a session of PNQM should be cancelled because of some extraordinary situation such as wildfires in the area. It consists of the QM Co-Clerks, M&C Co-Clerks, Children's program Coordinator, Children's Teacher Recruiter, Co-Registrars, and the Site Liaison. It can be convened in the form of a conference call by any of its members and should be convened upon concern about conditions expressed by those planning to attend a QM session. The decision will be made by those on the call. Separately, Lazy F might determine that conditions warrant closing the camp, and would notify us.

Friends Committee on Washington Public Policy

Friends Committee on Washington Public Policy (FCWPP) promotes and coordinates efforts of Washington Friends to affect public policy, primarily at the state legislative and executive levels, and to help Washington Friends become better educated and effective on public policy issues of concern to most Friends. Friends in Washington State who support these efforts annually select a Board of Directors to oversee the educational and advocacy work of FCWPP. FCWPP operates independently of PNQM, but is expected to make regular reports to PNQM Meeting for Business regarding its activities and concerns.

Visiting Committees

A Visiting Committee may be created by the Committee on Ministry and Counsel of the Quarterly Meeting upon request of a preparative meeting, when the latter feels ready for an independent existence as a monthly meeting. Guidance for this process and the work of such a visiting committee is provided in *Faith and Practice* of North Pacific Yearly Meeting.

Other ad hoc committees

Ad hoc committees may be formed to address a specific subject, purpose, or end. Such a committee will automatically terminate after making its final report.

FINANCIAL PRACTICES

Fiscal Year

The fiscal year runs from the conclusion of one NPYM Annual Session to the conclusion of the next such Annual Session, so that each fiscal year will be entirely within the term of service of one Friend as PNQM Treasurer.

Reserve to be Maintained

A reserve fund, amounting to approximately one-half the expected cost of the next PNQM session, is normally expected to be maintained in the Quarterly Meeting's bank account after all bills and refunds pertaining to the last session have been paid.

Suggested Fees for Sessions

It is our practice to set suggested fees for attendance at QM sessions and the Silent Retreat, with the understanding that those who attend may pay what they can and that no Friend will be denied

access to a PNQM event for lack of funds. This system is in lieu of a more complex financial aid program, and works well if some of those who can afford it pay more than the suggested fee so that those who cannot afford that amount may pay less.

Determining the amount of suggested fees is the responsibility of the Continuing Committee. This responsibility may be delegated to an officer or committee, but only for one event at a time.

Reimbursement of Expenses

Partial or full refund of prepaid QM session fees is to be offered by the Registrar when a registered Friends cancels, with notice given to the Registrar at least one day prior to the session. (A full refund for an individual registrant may be just part of a household's prepaid fees when the remainder of the household attends the session.) Refunds are not offered when a prepaid registrant simply does not show up for a session, partly because we have already committed to paying Lazy F for at least the meals and lodging that the registrant was going to use. Such refunds, however, may be requested and such requests are considered on a case-by-case basis with regard for individual circumstances such as sudden illness.

PNQM shall reimburse travel expenses of Continuing Committee members, upon request, for attending Committee or subcommittee meetings that are not during Yearly Meeting or Quarterly Meeting sessions. Travel expenses for visitations to meetings, worship groups, and isolated Friends on Quarterly Meeting business shall also be reimbursed upon request.

Reimbursement for travel by car shall be at the same mileage rate offered by North Pacific Yearly Meeting (currently 20 cents per mile).

Audits

An audit of PNQM financial records should be performed at least once every four years. This audit is to be performed by the incoming treasurer or by another Friend designated by the PNQM Continuing Committee. Details of checks to be included in the audit:

—For the previous year(s), verify that for all expenses (or a significant number) that there is a receipt or request for payment and that the amount on the receipt, check register, and bank statement are the same.

—Receipt of money is more difficult to monitor. For payments from the semi-annual gatherings and the Silent Retreat, compare the total amount that the registrar received against deposit slips and bank statements.

—For meeting assessments paid, compare a list of payments kept by the treasurer against deposit slips and bank statements and check amounts as being appropriate for the size of the meetings. — Spot check the amounts on the year-end treasurer's report to the Continuing Committee against the check register.

—Verify the bank balance at year end on the bank statement with the check register and the treasurer's report.

The person performing the audit should write a brief statement of the findings stating the correctness and/or any lack of documentation, i.e., checks with no receipts or payment request, or no Registrar verification for deposits. File a copy of this statement in the treasurer's records and send a copy to the PNQM Co-clerks for subsequent delivery to the Continuing Committee.

GENERAL PROCEDURES FOR QUARTERLY MEETING

Procedures for the successful hosting and management of a Quarterly Meeting can be found in the Quarterly Meeting "PNQM Session Planning Guide" available on www.PNQM.org

OBLIGATIONS OF THE MONTHLY MEETING TO PNQM

- 1 Serve as host or co-host for PNQM sessions in rotation. Host meetings are rotated among the participating meetings and worship groups. A current listing of host meetings can be found through the link under General Information (lower left) on the Quarterly Meeting home page: www.PNQM.org. Responsibilities of the host meetings can be found in the PNQM Session Planning Guide which is also available on www.PNQM.org
- 2 The host meetings from the previous two Quarterly Meeting sessions have a responsibility to help in the recruitment of age-group leaders (teachers) for the Children's Program. These recent host meetings will work with the Children's Program Teacher Recruiter, who will determine needs based on returning age-group leaders and numbers of children registering.
- 3 Prior host meeting will also identify a member of their meeting who participated in the organization of the recently completed Quarterly Meeting that will act as consultant and advisor to the incoming host meeting.
- 4 In the spring, prepare an annual written State of Society report giving a brief account of the life and activities of the Monthly Meeting during the previous year, including a list of births, adoptions, deaths, marriages, and new memberships. Provide a copy to one of the Ministry and Counsel Co-clerks and/or to the Listkeeper as requested.
- 5 Appoint representatives (as indicated above under **QUARTERLY MEETING COMMITTEES**) to PNQM Ministry and Counsel Committee and PNQM Continuing Committee. Notify the Clerk and/or Listkeeper promptly of such selections and of any change in its own Clerk or mailing address.
- 6 Remit its annual Quarterly Meeting assessment to the Treasurer in a timely fashion. (This responsibility also applies to Preparative Meetings and Worship Groups.)

NOTE: The responsibility for preparing and sharing State of Society reports includes Preparative Meetings as well as Monthly Meetings. Worship Groups are also encouraged to prepare them as a way of deepening their spiritual community and relationship to the Quarterly Meeting as a whole.

OBLIGATIONS OF PNQM TO THE MONTHLY AND PREPARATIVE MEETINGS AND WORSHIP GROUPS

Content pending....

APPENDIX

APPENDIX A: Current process for drafting, circulation, and approval of minutes

As concerns the **minutes from Quarterly Meeting for Business**, here is what currently happens:

- a The Recording Clerk writes up a draft and sends it to the PNQM Co-clerk who presided at the Business Meeting (in any given year, it would be typical for one of the Co-clerks to preside in the fall and the other in the spring, but it could happen that the same Co-clerk presides both times). As a courtesy, these initial draft minutes should also be sent to the non-presiding Co-clerk if that Friend was also present at the Business Meeting.
- b The Presiding Co-clerk returns the draft with corrections (or possibly just sends requested corrections in an email message).
- c The Recording Clerk then sends the revised draft out to all Friends who gave reports during the Business Meeting, asking them to review, and correct if needed, the portion of the minutes that summarizes their report. (Occasionally a Friend will submit a report in writing. If the Recording Clerk has that report in computerized form, then this step is unnecessary for that Friend and the minutes may simply refer to the Friend's document as "accompanying these minutes". Or the Recording Clerk can request a computerized copy of the report if s/he doesn't yet have it in that form.) This should also be done with respect to Friends who made announcements, if the Recording Clerk feels any uncertainty about having all the needed and correct details. In some cases, such an inquiry could, for example, just be a request for the full URL of a website containing details of an event that was announced. Finally, it occasionally happens that a Friend speaks from the floor with a question or proposal of great significance. Such a Friend (assuming that the Recording Clerk knows who it was) might also be asked to verify the correctness of the minute including his/her remarks if the Recording Clerk feels any uncertainly about what was recorded.
- d Once all queried Friends have been heard from (reminder emails might be needed in some cases), the "semi-final" Business Meeting minutes and accompanying documents, if any, should be sent to the Listkeeper for distribution. The Listkeeper's job entails maintaining and using a number of emailing lists, such as all Continuing Committee members and email contact persons for all PNQM meetings and worship groups, so the Recording Clerk doesn't need to do that (but may need to request from the Listkeeper, Registrar, or elsewhere some of the email addresses needed to complete step c. above).
- e The distributed minutes are "semi-final" in the sense that actual final approval comes during the next Quarterly Meeting session as part of the Meeting for Business then. It's the responsibility of the Presiding Co-clerk for that session to bring copies of the semi-final minutes for posting at that session, and it's the responsibility of the Listkeeper, in the meanwhile, to send the semi-final minutes to the Webkeeper for posting on our website. The Recording Clerk's job with respect to them ends with step d. above.

2. The process for **Continuing Committee (CC) minutes**, which are produced four times a year, not just two times as with Business Meeting minutes, is as follows:

a The Recording Clerk write up draft minutes and sends them to the Co-clerk who presided at the CC meeting being minuted. As a courtesy, these initial draft minutes should also be sent to the non-presiding Co-clerk if that Friend was also present at the CC meeting.

b The Co-clerk(s) return his/her/their requests for correction to the Recording Clerk, again either as edits in the document or as a separate list of corrections and concerns.

c The Recording Clerk then sends the revised draft minutes out to all other Friends who participated in the CC meeting being minuted, requesting that they review the minutes and submit requests for corrections to the Recording Clerk and Presiding Co-clerk by a specified date, typically between one and two weeks following this distribution. There are basically two sources for the email addresses needed to do this: (1) the PNQM Contact List, which includes email addresses for all members of the CC; and (2) an attendance sheet that the Recording Clerk circulates during the meeting requesting name, position, email address, and possibly meeting/WG of all participants. Note that it often happens, particularly during QM sessions, that some CC meeting participants are not currently formal members of the CC. Also note that if a Friend attended a CC meeting as an observer but did not actually participate (e.g., never spoke), it is not necessary to send draft minutes to that person.

d The handling of requested corrections depends on their nature. Those that are non-substantive (spelling, grammar, minor clarification, etc.) should just be made without further discussion. Those that are substantive, i.e., would change the meaning of a sentence or a minute, should first be the subject of consultation between the Recording Clerk and Presiding Co-clerk. If these two agree that there is a significant issue on which further input is needed, then the Recording Clerk (or possibly the Presiding Co-clerk, if so decided by the two Friends) sends out another request to all Friends who attended the CC meeting, asking them to comment on their understanding of the matter in question. If there is a clear consensus favoring or opposing the suggested correction, then the minute should be changed or not accordingly. If not, the minute should be revised to indicate uncertainty, and the matter should be brought forward for further consideration at the next CC meeting, which would be the responsibility of the Presiding Co-clerk for that meeting.

e Following the end of the review and correction process (which would usually be the day following the response deadline, unless further consultation is needed regarding a substantive issue), the CC minutes are considered to be final. They should then be sent, along with accompanying documents if any, to the Listkeeper for distribution and also for posting on the website. (Winter and summer CC minutes are usually distributed only to CC members, including those who did not attend the meeting. Spring and fall CC minutes are distributed to all CC members and also to email contact persons for all PNQM meetings and worship groups, along with the Business Meeting minutes.)

3. "Accompanying documents" might include:

a. A summary of the State of Society reports submitted during a spring session by the M & C Co-clerk(s) b.

A Treasurer's Report

c The flyer for the next QM session

d A letter requesting recognition of a Preparative Meeting as a new Monthly Meeting

e A report submitted by a Visiting Committee

f Registration materials for an upcoming Silent Retreat, following a fall session

g A written report submitted by a subcommittee of the CC

Such accompanying documents may or may not be available during the actual Business or CC meeting being minuted, but should be related to some item that actually appears in the minutes and, of course, need to be available by the time that the minutes go to the Listkeeper for distribution (typically, two to four weeks following the QM session or CC meeting). In some cases the document will be sent directly to the

Listkeeper and won't go through the hands of the Recording Clerk at all. This is fine as long as all concerned know what's happening.

4. Sometimes there are **important developments that happen subsequent to a Business or CC meeting**, but before the minutes are distributed. If judged to be sufficiently important, such information can be included in the minutes, inside square brackets to show that it was not a part of the meeting itself and with wording that also makes that clear. Some examples are the identification of a nominee for an officer position or the resolution of a significant question that was raised, but could not be immediately answered, during the meeting being minuted.

--Written by Don Goldstein, PNQM Recording Clerk, May 2013

APPENDIX B: Qualifications, recruitment, nomination, & approval of Junior Friends Advisors

Qualifications

- Enjoys the company of the Junior Friends group.
- Willingness to serve a 2-year term (4 QM sessions) and attend all four QM sessions during that time. An Advisor may skip a QM session if at least two other Advisors will be attending. If, in case of an emergency, only one Advisor is able to attend, then the volunteer assignments person on the host meeting's planning committee must be informed, so that s/he can arrange for a Friendly Adult Presence (FAP) to also be with the Junior Friends at all times. If the emergency arises at the last minute, then the on-site Volunteer Coordinator needs to be advised of the problem so that s/her can recruit additional FAPs as needed
- Must be at least 21 years of age, so that there is a clear age separation between Junior Friends and their Advisors.
- Acceptance/tolerance of age-appropriate behavior among Junior Friends.
- Recognition that the Junior Friends are largely autonomous within each QM session, with the understanding that the Junior Friends Code of Conduct will be observed and enforced as needed (see procedure, 6th point in "Parts of the Job", above), and that Junior Friends will maintain ongoing contact with the Continuing Committee and the rest of the adult community through their Clerk or Co-clerks and their Advisors.

Manner and Timing of Selection

- Unlike most other PNQM officers, Junior Friends Advisors are nominated by the Junior Friends themselves rather than by the Continuing Committee.
- Also unlike other officers, Junior Friends Advisors receive final approval from the Continuing Committee rather than from the Meeting for Business, in most cases.
- Junior Friends approve a single nominee for Junior Friends Advisor (or multiple nominees, leaving the final choice to the Continuing Committee) by the end of the spring QM session. To

accomplish this, Junior Friends develop a list of candidates at the preceding fall QM session, and then contact those candidates by November 1 after the fall session, to find out if they are willing to serve. Also during the fall QM session, Junior Friends also establish a contingent Nominating Committee to serve if every candidate on the fall list declines. If a candidate accepts, the Junior Friends Co-clerk forwards the name to the Continuing Committee for approval. If no candidate accepts, the Nominating Committee develops a further list and is responsible to contact and confirm a nominee at least one month prior to the following Spring Quarterly Meeting session. If a candidate accepts, the Junior Friends Co-clerk forwards the name to Continuing Committee for approval. If no candidates accept, Junior Friends advise the Continuing Committee immediately, develop a further list of nominees at the Spring Quarterly Meeting, and appoint those who will contact them, reporting results one month prior to the summer Continuing Committee meeting during Annual Session of Yearly Meeting. The current Junior Friends Advisors mentor those Junior Friends who are contacting candidates and enforce reasonable deadlines for contact and response. Advisors keep a record of the Junior Friends' candidate lists, the order for contacting the candidates, and the names of Junior Friends responsible for making the contacts.

- The Junior Friends Advisors ensure that the Junior Friends responsible for contacting candidates have written (electronic) job descriptions to share with the candidates.
- Usually one of the Junior Friends Advisors takes on responsibility for the conduct of this process, with the other filling in if the primary Advisor is unavailable for a period of time.
- If the Junior Friend(s) responsible for contacting a candidate misses a deadline, the primary Advisor counsels with the Junior Friend and determines whether the Advisor should complete the task instead.
- It is the responsibility of the Junior Friends Clerk, or one of the Co-clerks, to inform the presiding QM Co-clerk, or the Listkeeper, of the name(s) of the nominee(s) prior to the end of the Spring QM session, if one or more willing nominees have been found by then, or otherwise about the lack of a nominee.
- Formal approval is normally given by the Continuing Committee at its summer meeting. Since that Friend's service begins immediately after the NPYM Annual Session (during which the Committee holds its summer meeting), it is essential that if the Junior Friends have any doubt as to their nominee's acceptability, they should also nominate (within the regular nomination timeline) an alternate or backup candidate for Junior Friends Advisor.

APPENDIX C: Additional details concerning the PNQM Children's Program

1. Overall Purpose

The main purpose of the Children's Program is to ensure that the children who attend Quarterly Meeting (QM) are engaged, as safely and happily as possible, in organized programs during specified times, mostly when there are organized adult programs.

2. Teachers and their compensation

Normally two teachers are recruited to lead each of the five activity (or age) groups listed in 3. below. These teachers are offered a full fee waiver plus a \$50 stipend, which may be received in cash or used to offset a portion of QM fees for members of their families who also attend.

3. Activity (or age) groups within the Children's Program

There are normally five activity (or age) groups within the Children's Program:

- Infants and Toddlers (newborn through +/- age 2)
- Preschoolers (+/- ages 3-5)
- Early Elementary (+/- grades K-2)
- Upper Elementary (+/- grades 3-5)
- Central Friends (+/- grades 6-8)

Children may be assigned to a group other than that indicated by their actual age or grade placement, based on maturity level, strong parent preference, special needs, or previous participation. Final decisions should be made following a process of consultation among the Children's Program Coordinator(CPC), the parent(s), the teachers, and (when sufficiently mature) the child.

When registration is unusually low, two adjacent age groups may be combined in a single group and activity space, under the leadership of two or more of the originally-recruited teachers. Any teachers who are excused from service on account of such combination of groups should be so informed as early as possible. They are still eligible for full fee waivers if they attend the session, but not for the \$50 stipend.

4. Term of service and Assistant CPC

The CPC generally serves for two years, which covers four QM sessions. If possible, an outgoing CPC should have an assistant for the last QM session in his or her term, who would then usually become the CPC for the next four sessions following formal nomination by the Continuing Committee and approval.

5. Qualifications of CPC

The CPC should be organized, creative, flexible, and energetic. S/he should love children, enjoy working with people, and be comfortable with large amounts of responsibility and authority. It's a bonus if s/he knows many of the families who regularly attend QM, but not necessary. If s/he doesn't know them at the beginning of his or her tenure, s/he will by the end of it.

APPENDIX D: Web Practices and Procedures

Maintain the pnqm.org web site to insure currency of presented information. [The web site is registered at GoDaddy in account number 6720440. The current web site manager has access information for that account.]

In particular work with the registrar and planning committee, so that the pnqm.org web site advertises and provides materials for the upcoming Quarterly Meeting, and provide timely access to the registration system.

After the completion of spring Quarterly change the web site to advertise and provide access to NPYM Yearly Meeting materials and registration.

- 2 Maintain the pnqm.org document management system software if changes are requested or required, and provide assistance to the List Keeper and other persons who require management-level access to that system.
- 3 Prepare the registration system for each new Quarterly Meeting.

Three months prior to a Quarterly Meeting login with an email address associated with SWM (software manager) role at <https://pnqm.org/registration/databaseManagement.html> and follow the instructions in the linked document to create a new database at our hosting site for the coming quarterly meeting. Then “Run” the action in the supplied form to copy the structure of the last database to the new database. [Content for all settings will be automatically copied in the process.]

Login at our GoDaddy account (#6720440) and use the file manager capability in cpanel (or ftp) to update the “config.php” file located in the “registration” folder. Specifically, create a new array in the PreviousDBs array for the just-past Quarterly, then change the current DBxxxxx values for the new Quarterly database. [If we always retain the same DBUser and DBPassword, the only thing that should change for the new quarterly is DBDatabase.]

APPENDIX E: Registrar Procedures

Documentation on the Registrar’s activities can be found in the documents tree on PNQM.org. Access to PNQM documents can be granted by the webmaster via a request on PNQM.org.

APPENDIX F: Radio Checklist

Content pending....