

## **Directory Committee Job Description**

### **Logistics:**

Last Reviewed 9-15; Nominated Committee? No ; Nominated by? NA Length of term NA  
# on committee NA Need to be MMM member? No

**Day and time of Meetings:** Meetings are as needed, although the major part of getting the annual directory out is done without meetings.

**Mission and Purpose:** Publishes the annual Friends Directory; involves collecting information, contacting members and attenders, updating changes in personal entries in the database, proofreading, production, and identifying an artist to do the cover.

### **Guiding principles:**

**Duties and Responsibilities:** Activities needed for the publishing the annual Friends Directory; involves collecting information, contacting members and attenders, updating changes in personal entries in the database, proofreading, production, and identifying an artist to do the cover.

### **Specific duties for committee's members:**

1. Convener contacts all entries in the current directory either by email or phone. Enters changes in information in the database. Notes on database entry whether person would like a printed directory or receive a PDF version. Notes whether person would like a paper newsletter or receive the newsletter by email. Contacts new attenders in person at Meeting and get from them contact information if they wish to be included in the directory.
2. Update the “front matter” of the directory. Involves contacting the members of worship groups under the care of Madison Monthly Meeting, updating the list of Meeting clerks and representatives, contacting the conveners of committees to get updated lists of their members, updating the committee memberships of Northern Yearly Meeting, updating the list of NYM Meetings and Worship Groups, updating the information in Other Regional Meetings and Wider Friends Groups.
3. Database Clerk sends to convener by email a draft of what the entries look like in its latest edition. Convener matches this updated version with the current directory. When all entries are made current, database clerk sends the draft to convener and proofreader/s to proofread the draft.
4. Proofreaders carefully read the draft and note any abnormalities which appear in placement on pages, misinformation in entries, missing entries. When draft seems perfect, notify database clerk who then sends it to the person who prepares the directory for publication.
5. Prepare the directory on the computer and send it to the printer, noting how many copies. Pick up the new directories.
6. Prepare the directories for mailing. Take directories to post office.

### **Convener responsibilities other than above:**

### **Notes to nominating committee:**