

Job Description for NYM Representatives from Monthly Meeting and Worship Groups

Logistics:

Last Reviewed 3/6/18 ; # on committee 1 ; Length of term 3 years ;

Need to be MMM member? ; Nominated Position? Yes ; If yes, nominated by? Nominating

Mission and Purpose:

The NYM Representative serves as a liaison between the Madison Meeting and Northern Yearly Meeting, communicating both ways as issues and needs arise.

Duties and Responsibilities:

- Provide two-way NYM communications to/from own Meeting.
- Agree to have personal contact information including email address listed in NYM Committee Roster
- Agree to have your personal contact information, including email address, listed in the NYM Committee & Representatives Roster maintained by the database clerk and provided to NYM people as appropriate
- Provide updates of your Meeting's representative, clerk and local information to the NYM database clerk as needed.
- Attend NYM Annual Session (and Interim Sessions if possible) or find a substitute if necessary
- Disseminate information from NYM by email, posting or printing using the best method for own Meeting (email, postal mail, printing copies), including:
 1. NYM Newsletters and announcements emailed to you;
 2. Pertinent information & requests from NYM committees;
 3. NYM Youth Retreats announcements - to First Day School or Adult/Teen leaders of your own Meeting;
 4. Announcements of Annual Session, Fall Interim Session, and Spring Interim Session as you receive them, along with updates, details and registration information;
 5. NYM Minute Book from Annual Session
- Facilitate communication from your own Meeting to NYM.
 1. State of Society report (for Annual Session)
 2. Memorial Minutes (for Annual Session)
 3. Other information relevant to NYM
- Work with your own Meeting to arrange hospitality for local NYM-sponsored events, if appropriate.