

WESTERN YEARLY MEETING

Handbook of Practices & Procedures

This document is a handbook, not ***Faith & Practice***. Rather than being a *rule book*, it is a document that informs us of general practices and procedures in responding to items of business that occur.

Administrative Council, Executive Committee, Nominating Committee and FUM

General Instructions

General Instructions

- A. This Handbook establishes only general guidelines for the duties that it describes.
 - B. All persons serving on the Administrative Council, on the Executive Committee, or in other positions shall serve only while in an official capacity, such as the professional staff, Yearly Meeting clerks, board clerks, treasurers, etc.
 - C. If the clerk of any Yearly Meeting board is unable to attend a meeting of the Administrative Council or Executive Committee, it is his or her responsibility to arrange for a member of the board to serve as an alternate to the meeting.
 - D. Records of attendance shall be kept for all meetings of the Administrative Council and the Executive Committee.
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Purpose of the Administrative Council

Administrative Council

The Administrative Council functions as Western Yearly Meeting between regularly scheduled annual sessions and may act on behalf of the Yearly Meeting:

- A. To review reports and act on recommendations from boards and committees.
 - B. To convene and oversee the work of the council representatives to the Administrative Council Nominating Committee (see Nominating Committee on p. 2-3-4)
 - C. To provide minutes of Administrative Council meetings to its members.
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Composition of the Administrative Council

Composition of the Administrative Council

Although Administrative Council meetings are open to participation by all members of Western Yearly Meeting, representatives shall be appointed by the monthly meetings or by virtue of holding an office or position in Western Yearly Meeting.

Administrative Council, Executive Committee, Nominating Committee and FUM

Composition of the Administrative Council (continued)

Composition of the Administrative Council (continued)

- A. Monthly meeting representatives
 - 1. The Administrative Council shall consist of representatives from each monthly meeting. (Meetings with more than 200 members will have two representatives.
 - 2. All monthly meeting representatives shall serve for a three-year appointment with a limit of two (2) terms. Alternative representatives may be considered for a succeeding three-year appointment as representatives.
- B. Yearly Meeting representatives
 - 1. Board on Christian Education Clerk
 - 2. Board on Christian Ministries and Evangelism Clerk
 - 3. Board on Christian Outreach Clerk
 - 4. Board on Peace and Christian Social Concerns Clerk
 - 5. Board on Meeting Development and Nurture Clerk
 - 6. Board on Finance Clerk
 - 7. Board of Financial Trustees Clerk
 - 8. Board of Property Trustees Clerk
 - 9. Professional Staff
 - 10. Presiding Clerk
 - 11. Recording Clerk
 - 12. Assistant to the Clerks
 - 13. Treasurer
 - 14. Benevolence Treasurer
 - 15. Statistical Secretary
 - 16. President of USFW
 - 17. President of Quaker Men
 - 18. President of Friends Disaster Service
 - 19. Area Representatives to Executive Committee

Administrative Council, Executive Committee, Nominating Committee and FUM

Organization of the Administrative Council

Organization of the Administrative Council

A. Officers

1. The Presiding Clerk of Western Yearly Meeting shall preside at all meetings of the Administrative Council. In that person's absence, the Assistant to the Clerks shall serve.
2. The Recording Clerk shall record the decisions of the meetings. In that person's absence, the Assistant to the Clerks shall serve.

B. Schedule of Meetings

1. The Administrative Council meets two times each year: on the third Saturdays of March and November in various meetinghouses throughout Western Yearly Meeting.
2. Additional meetings may be called by the Presiding Clerk on the request of three (3) members of the Administrative Council who represent separate monthly meetings. At least one week prior to a called meeting, each member of the Administrative Council shall be notified of the time and place of the called meeting, together with an agenda showing all business items to be considered at that meeting. Actions on all items shall be reported to the next annual session of Western Yearly Meeting.

Administrative Council, Executive Committee, Nominating Committee and FUM

Yearly Meeting Nominating Committee

Purpose of the Nominating Committee

Yearly Meeting Nominating Committee

Purpose of the Nominating Committee

The Nominating Committee is charged with discerning the gifts of WYM Friends and recommending Friends appropriate to consider for service as clerks, board members, task group members and as representatives to representatives to affiliated organizations.

Composition of the Nominating Committee

Each local meeting of WYM will appoint one person to the YM Nominating Committee. That person would know people within their meeting who would be gifted and interested in the areas needed for the YM Boards. Each member will serve a three year term. (This is a new procedure as of March, 2018 and is on a three year trial)

Composition of the Nominating Committee

Guidelines for the Nominating Procedure

Guidelines for the Nominating Procedure

1. No person shall be appointed to any board of the Yearly Meeting who is not at the time an active resident member of Western Yearly Meeting with a commitment to work in harmony with the Faith & Practice of Western Yearly Meeting. Meetings are encouraged to nominate individuals who have experience working with this concern within their meeting.
2. No person shall serve on more than one program board at a time.
3. No person shall serve more than three (3) consecutive two-year terms. However, Earlham Trustees may serve no more than three (3) consecutive three-year terms.
4. A Board member may be replaced after one (1) year of unexcused absences. (The Board Clerk should notify the Nominating Committee of persons who have not attended).
5. The Nominating Committee shall attempt to fill AreaAppointments not made, even allowing appointments from Areas other than the one being represented and shall nominate persons to fill vacancies in the following positions (incomplete terms shall not count towards term limits): (An Area appointment takes precedence if the Area wishes to fill a position, upon completion of a term, previously filled by the Nominating Committee under this provision.):

Administrative Council, Executive Committee, Nominating Committee and FUM

WYM Nominating Committee Appointments		WYM Nominating Committee Appointments	Term Length	Total Appts	Yearly Appts
		Members-at-Large to the Program Boards			
		Christian Education	2	10	5
		Christian Ministries & Evangelism	2	6	3
		Training & Recording	3	6	2
		Christian Outreach	2	6	3
		Meeting Development & Nurture	2	6	3
		Peace & Christian Social Concerns	2	6	3
		Members-at-large to the Non-program Boards			
		Property Trustees	3	6	2
		Board on Finance	3	6	1-2
		Audit Committee	3	3	1
		Officers			
		Presiding Clerk	3	1	
		Recording Clerk	3	1	
		Assistant to the Clerks	3	1	
		Statistical Secretary	3	1	
		Task Groups			
		New Business			
		Custodian of Records			
		Librarian			
		Statistical Secretary			
		Editing	2	2	1
		Digest of Epistles	1	1	1
		Epistles to Other Yearly Meetings (with Assistant to the Clerks)	2	2	1
		Returning Minutes & Greetings to Absent Members	2	2	1
		Committees			
		Hospitality	3	3	1
		New Business committee	1	3	3
		Affiliated Organization Representatives			
		American Friends Service Committee (PCSC)	3	5	1-2
		Associated Committee of Friends on Indian Affairs (O)	3	6	2
		Earlham Foundation	3	2	1
		Earlham College Trustees	3	6	1
		Friends Committee on National Legislation (P&CSC)	3	6	2
		Friends World Committee for Consultation (O)	3	6	2
		Indiana Friends Committee on Legislation	1	1	1
		Right Sharing of World Resources			
		Quaker Haven Foundation (Ex. Officio; USFW Pres., Quaker Men Pres., CE Dir., CE Board Appointee, YF Representative)	3		1
		Friends Apartment Homes Board of Directors	3	6	2

Administrative Council, Executive Committee, Nominating Committee and FUM

The Executive Committee

Purpose

The Executive Committee

Purpose

The Executive Committee of Western Yearly Meeting has three general functions:

1. To serve as the coordinating body for the boards, the officers of the Yearly Meeting, and affiliated groups.
2. To provide support for and personnel oversight of the professional staff.
3. To deal with others concerns as directed by *Faith & Practice* (p. 48) and/or the Yearly Meeting.

Duties of the Executive Committee

Duties of the Executive Committee

- A. To receive and consider reports at each meeting from:
 1. Each board clerk regarding the work being carried forward by the board
 2. Yearly Meeting Presiding Clerk and Treasurer
 3. Presidents of the Yearly Meeting USFW, Quaker Men, and Friends Disaster Service organizations.
 4. Professional Staff
 5. Sub-committees and task groups appointed by the Executive Committee when such reports are timely
 6. Each area council representative regarding concerns and activities related to the area council.
- B. To give prayerful consideration to all recommendations and concerns.
- C. To appoint members to the Office Advisory Committee and act on their reports:
- D. To provide adequate secretarial help and office equipment to meet the Yearly Meeting office requirements
- E. To oversee the WYM Program Committee, which has the responsibility for planning the Yearly Meeting annual sessions.
- F. To recommend these budgetary requests:
 1. Yearly Meeting staff salaries & expenses
 2. Yearly Meeting office expenses
 3. Sundesmos Support
 4. Yearly Meeting annual session program expenses
 5. Executive Committee Expenses

Administrative Council, Executive Committee, Nominating Committee and FUM

The Executive Committee (continued)

The Executive Committee (continued)

- G. To make appointments to the General Board of Friends United Meeting. The term of the appointments shall be for a period of three (3) years. No person shall serve more than two (2) consecutive three-year terms except professional staff. The term begins with the General Board meetings in the Fall after the Triennial Sessions of Friends United Meeting;
- H. To review this handbook of instructions and procedures at least every five (5) years and report changes to the Yearly Meeting;
- I. To provide for the interim staffing of a professional staff position in the event of a sabbatical leave, extended disability, or untimely vacancy.

Composition of the Executive Committee

Composition of the Executive Committee

- A. Each of the Area Councils shall appoint:
 - 1. One (1) representative to serve on the Executive Committee
 - 2. One (1) alternative representative to serve in the absence of the named representative.
- B. The following shall serve on the Executive Committee by virtue of holding office in the Yearly Meeting:
 - 1. Board on Christian Education Clerk
 - 2. Board on Christian Ministries & Evangelism Clerk
 - 3. Board on Christian Outreach Clerk
 - 4. Board on Meeting Development and Nurture Clerk
 - 5. Board on Peace and Christian Social Concerns Clerk
 - 6. Board on Finance Clerk
 - 7. Board on Financial Trustees Clerk
 - 8. Professional Staff
 - 9. Presiding Clerk
 - 10. Recording Clerk
 - 11. Assistant to the Clerks
 - 12. Treasurer
 - 13. President of USFW
 - 14. President of Quaker Men
 - 15. President of Friends Disaster Service

Administrative Council, Executive Committee, Nominating Committee and FUM

Executive Committee	Organization of Executive Committee
Organization	<p>A. The following Executive Committee officers shall be named by the Executive Committee annually:</p> <ol style="list-style-type: none">1. Presiding Clerk2. Recording Clerk <p>B. The Executive Committee may appoint the following to carry out its duties:</p> <ol style="list-style-type: none">1. The Office Advisory Committee2. Task groups3. Clearness Committees
Subcommittees	Subcommittees of the Executive Committee
Office Advisory Committee	Office Advisory Committee
Purpose of the Office Advisory Committee	Purpose
	<p>The Office Advisory Committee has the following purposes:</p> <ol style="list-style-type: none">1. Evaluate and recommend to the Executive Committee the employment of professional staff and their salary and benefit packages2. Review personnel policies and job descriptions of the professional staff (see personnel manual)3. Prepare the office budget and recommend to the Executive Committee.4. To serve as a “listening ear” for the professional staff. This includes listening to the concerns of the staff and also listening to the Yearly Meeting and providing feedback to the staff.5. Review Personnel Policy
Composition of the Office Advisory Committee	Composition
	<p>Office Advisory Members shall be:</p> <ol style="list-style-type: none">1. The Clerk of Board on Christian Education2. The Clerk of Board on Christian Ministries and Evangelism3. The Presiding Clerk of the Yearly Meeting4. The Clerk of the Executive Committee5. one (1) person appointed at large from the Executive Committee. <p>(should include men and women)</p>

Administrative Council, Executive Committee, Nominating Committee and FUM

Subcommittees of Executive Committee (continued)	Subcommittees of Executive Committee (continued)
Program Committee	Program Committee
Purpose	Purpose The Program Committee is responsible for all the elements of the yearly meeting program for annual sessions.
Handbook	For Program Committee Handbook see Appendix ???
Program Committee Composition	<p>The composition of the WYM Program Committee shall be:</p> <ol style="list-style-type: none">1. Yearly Meeting Presiding Clerk2. Yearly Meeting Recording Clerk3. Assistant to the Clerks4. Representatives from each Program Board (CM&E, CE, MD&N, Outreach, Social Concerns)5. Representative from Property Trustees6. Representative from USFW7. Representative from Quaker Men8. Yearly Meeting Superintendent9. Yearly Meeting Director of Christian Education10. Yearly Meeting Administrative Assistant11. On-Site Coordinator
Organization of the Committee	

Administrative Council, Executive Committee, Nominating Committee and FUM

Friends United Meeting (FUM)

Representatives to FUM General Board

A. Representatives to FUM are appointed according to Yearly Meeting membership. Western Yearly Meeting appoints as its two (2) representatives:

1. Presiding Clerk or General Superintendent
 2. Clerk of the Board on Christian Outreach
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Representatives and Alternates to FUM Triennial Sessions

A. Representatives and alternates to the FUM Triennial Sessions are appointed according to the Yearly Meeting membership. Appointments are to be made the year before the Triennial Sessions as follows:

1. Western Yearly Meeting has seven (7) representatives and seven (&) alternates.
2. Each Area shall appoint one (1) representative and one (1) alternate. The Yearly Meeting may appoint the Presiding Clerk or the General Superintendent if any of the areas fail to make their appointments..

B. Western Yearly Meeting Presiding Clerk and General Board Representatives gather the representatives and alternates together for an orientation session prior to the Triennial Sessions. The agenda includes the following:

1. Provide an opportunity for the representatives and alternates to become acquainted with each other.
2. Appoint a convener of the representatives to call the group together if they feel the need to meet during the Triennial Sessions.
3. Information from the FUM offices concerning business to be discussed at the sessions.
4. Appoint a Yearly Meeting representative to the FUM Triennial Nominating Committee.
5. Appoint a Yearly Meeting representative to the FUM New Business Committee

Duties Common to All Boards/Clerks

Program Boards

Program Boards

The program boards of Western Yearly Meeting are:

1. Board on Christian Education
2. Board on Christian Ministries & Evangelism
3. Board on Christian Outreach
4. Board on Peace & Christian Social Concerns
5. Board on Meeting Development & Nurture
6. The non-program boards of Western Yearly Meeting are: Board on Finance, Board of Financial Trustees, Board of Property Trustees, and the Training & Recording Committee.

Purpose

Purpose of Program Boards

The program boards of Western Yearly Meeting function as working groups where the multi-faceted interest and concerns of the membership of the Yearly Meeting, and the energy driving those concerns, can be focused on the development of recommendations, programs, resources, and activities which will speak to the needs of individuals, monthly meetings, Area Councils, and Yearly Meeting.

Duties Common to All Program Boards

Duties Common to All Program Boards

- A. Each board shall meet three (3) times each year, or more if required, to plan and implement the work of the boards. The scheduled meeting times for the Program Boards are listed annually in the back of the Minute Book. If additional meetings are required, they shall be scheduled by the Board Clerk.
- B. Sub-committees and task groups may be formed by each board, and under the direction of designated clerks, may meet as often as necessary.
- C. Boards may co-opt non-members to assist with specific tasks or the development of particular programs.
 1. The co-opted person(s) should be released when the task or program is finished.
 2. Any assignment of duties to a co-opted person will not relieve the designated sub-committee or task group of the responsibilities of the assignment.
- D. Each board shall prepare an annual report to present to the Spring Administrative Council. This report shall consist of a written account and financial statement of the past calendar year's activities of the board. It shall be the responsibility of the board clerk to compile the report and submit it to the Yearly Meeting office at least two weeks prior to the Spring Administrative Council.
- E. Each board should give oral reports to the Executive Committee and Administrative Council at each meeting.
- F. Each board shall make budget requests to present to the June budget meeting of the Board on Finance.

Duties Common to All Boards/Clerks

Duties Common to All Program Boards (continued)	Duties Common to All Program Boards (continued) <ul style="list-style-type: none">G. Minutes shall be prepared for each meeting of a board. Copies of all minutes shall be forwarded to each board member, co-opted member, and to the Yearly Meeting office for permanent filing.H. Each board shall appoint one (1) of its members to be a member of the Western Yearly Meeting Program Committee. The appointments shall be made annually. The appointee shall meet with the Program Committee to plan the annual sessions.I. It shall be understood that the duties set forth are guidelines, not limitations, for the boards.
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Duties Common to All Boards/Clerks

Duties of Board Clerks

Duties of Board Clerks

- A. Prior to each board meeting
 - 1. Prepare an agenda and cover letter for each board meeting. These may be distributed by the clerk or sent to the Yearly Meeting office for distribution. Please send any information as an e-mail attachment to the YM office two (2) weeks before the board meets.
 - 2. On the day of each board meeting check with the Yearly Meeting office for messages from board members, items of new business, and announcements.
 - 3. Examine the minutes of the last meeting. Determine that all decisions made in that meeting have been implemented.
- B. At each board meeting
 - 1. Include worship, sharing of non-attendance regrets, and introductions of new members.
 - 2. Make certain that the recording clerk, or a replacement, is available to record attendance and the minutes.
 - 3. Allow time for concerns from the professional staff.
- C. After each board meeting
 - 1. Send a brief summary of the actions of the board and upcoming events to the Yearly Meeting office to be used in *Western Work*.
 - 2. Offer appropriate assistance to the board recording clerk so that the final draft of the minutes may be sent to the Yearly Meeting office and to the board members as quickly as possible.
 - 3. Complete vouchers for payment distribution.
- D. Annually
 - 1. Submit a written report and expense statement of the past year's activities to the Spring Administrative Council. The board report must be in the Yearly Meeting office *two (2) weeks prior* to the Spring Administrative Council meeting each year. The board report will be included in a packet sent to Administrative Council members prior to the meeting.
 - 2. Select officers of the board annually at the first meeting following the Annual Sessions. Report the officers to the YM office.

Duties Common to All Boards/Clerks

Boards

Duties of Board Clerks (continued)

Duties of Board Clerks (continued)

3. Present a board budget for the coming year to the Board on Finance for the Yearly Meeting. Prior to this:
 - a) The board should determine how the current budget should be reviewed and a new one constructed (the board's executive committee, a task group, or the board clerk may do this).
 - b) The new budget being proposed is then presented to the board for discussion and approval no later than the Spring board meeting.
 - c) Each board clerk may be asked to meet with the Board on Finance. At this meeting in early June, the board clerk may be asked to clarify and justify any of the new budget's items.
4. Submit to the Yearly Meeting office at the Spring board meeting a brief summary of the board's workshops (title and one-sentence description) and/or report that will be offered at the annual sessions of WYM.

E. Miscellaneous

1. Attend all meetings of the Yearly Meeting Executive Committee, Administrative Council, and annual sessions of Western Yearly Meeting. Send regrets when unable to attend.
2. A board may have recurring obligations, affiliated groups, and organizational patterns that are peculiar to that board. A new clerk should consult the outgoing clerk, previous minutes of the board, and the Yearly Meeting staff about such possibilities.
3. It may fall upon board clerks, either by virtue of office or by appointment, to serve on committees or task groups within the Yearly Meeting or in the wider circle of Friends.

Presentation Guidelines

Presentation Guidelines—Deadlines and Content

- A. **Board Meetings:** Minutes, agendas, and any hand out materials should be in the office no later than the **2 weeks before** the Board meeting (**January, May, and September**),
- B. **Executive Committee:** Reports from Board clerks are requested for Executive Committee meetings in **February, June, and October**. These reports keep the Executive Committee up to date on the current work of each Board. Please have reports and any hand out information to the YM office **2 weeks before** the Executive Committee meeting.
- C. **Administrative Council:** Reports from Board clerks are requested by the **first day of March and November** for Administrative Council meetings. The **March report should be the annual report for the calendar year just ended, including a financial report of the Board expenditures.** (This report will be included in the Minutes as an official record.) The **November** report should reflect any Board activity since the time of Yearly Meeting sessions in July.

Duties Common to All Boards/Clerks

Duties of Board Clerks

Presentation

Guidelines

(continued)

- D. **Yearly Meeting Sessions:** WRITTEN reports of current Board activity are prepared for inclusion in packets given to attendees. These reports will need to be in the office no later than **June 24**. *(This could be the same report presented to the June Executive Committee)*

PRESENTATIONS made during the Yearly Meeting are to be creative challenges that inspire Friends to seek further information or participation in the work of each of the Boards. Skits, poetry, music, photography, or other media are encouraged. This is not intended to be a time of reading something that Friends can read on their own. Be prepared to respond to questions or concerns voiced from the floor.

MONTHLY SCHEDULE (All meetings the third Saturday with the exception of September that may change due to Plainfield Monthly Meeting Quaker Day Schedule)

JANUARY	Board Meetings
FEBRUARY	Executive Committee
MARCH	Administrative Council
APRIL	Executive Committee
MAY	Board Meetings
JUNE	Executive Committee
JULY	Yearly Meeting Sessions
AUGUST	
SEPTEMBER	Board Meetings
OCTOBER	Executive Committee
NOVEMBER	Administrative Council

Submission Guidelines

Reports are to be submitted via email and are to be signed and dated. There is something due every month except April, August, and December. When emailing your report to the YM office, please give it a file name which includes the name of the Board, if it is an Executive Committee or Administrative Council report, and the date.

(Example: Christian Education – Administrative Council- 3-17-2018)

Board on Christian Education

Purpose of the Board

Purpose of the Board

The Board on Christian Education shall have the responsibility for promoting Christian faith through the areas of Christian Education, camping, children's ministry, and youth ministry.

Duties of Board Clerk

Duties of the Clerk—for details see pages ??

- A. At least two weeks before meeting notify members and provide an agenda
- B. On meeting day include worship, verify that attendance and minutes are being recorded
- C. After meeting provide Board Summary and Attendance to office
- D. Provide minutes to WYM Office within two weeks following meeting
- E. Provide written reports to WYM Office two weeks prior to Executive Committee Meetings, Administrative Council Meetings, and Annual Sessions.
- F. Provide the nominating committee with information regarding attendance.

Duties of Board Members

Duties of Board Members

- A. Board members should faithfully attend the board meetings, or when necessary, send regrets to the clerk or the yearly meeting office.
- B. Board members should report board decisions, activities, and information to their local and area meetings.

Duties of the Board

Duties of the Board

- A. Give maximum assistance to the local meetings in developing an educational program aimed at nurturing understanding, attitudes, and skills needed to be a Christian in today's society.
- B. Stress the historic approach of the Society of Friends, and at the same time strive for fresh, experimental techniques to challenge our members to a more dedicated Christian life.
- C. Emphasize through leadership all phases of our educational program, including Vacation Bible School and the camp program.

Board on Christian Education

Duties of the Board (continued)

- D. Provide activities such as Young Friends, Junior Yearly Meeting, camp programs, and retreats.
- E. Provide training for all age groups to place proper emphasis on our total educational program. This will require careful planning and development to assure continuing effort.
- F. Appoint one (1) member---the clerk or an alternate---to serve on the Quaker Haven Foundation Board.
- G. Nominate to INHEM, Inc. a Board representative for a three year appointment.
- H. Provide oversight of the SUNDESMOS program and recommend names to the Executive Committee for the members of the SUNDESMOS Task Force.

Composition of the Board

Composition of the Board

- A. Regular Appointee (See Organization of Board, p ???)
- B. Christian Education Director shall:
 - 1. Attend all meetings of the Board
 - 2. Bring concerns to the Board
 - 3. Attend the meetings of and report his or her activities to the Executive Committee.
- C. Co-opted Members
 - 1. Friends may be asked to serve on a task force in designated sub-groups of the board when such person's knowledge or assistance is deemed necessary for the successful completion of an assigned task.
 - 2. When the task is completed, the co-opted person should be released from further participation in board matters.
 - 3. No co-opted member may serve as an officer to the board or of a sub-group of the board.

Organization of the Board

Organization of the Board

Officers:

- 1. Clerk
- 2. Assistant Clerk
- 3. Recording Clerk

Staff—Christian Education Director

Board on Christian Education

Board Funds

Board Funds

Each year the just before the January board meeting, the clerk of Christian Education Board receives notification of the amount of Operating Budget money available as well as the available funds from the three designated funds overseen by the CE Board.

Designated Funds

Designated Funds

A. Education Fund

1. Uses of the Education Fund

- a. The Education Fund is used to make possible and to encourage opportunities for special personal experience in religious education, growth, and development of ministry. Education funds have been used in the past for many types of experiences. These have included, but are not limited to, work camps, mission trips, and seminars. These funds may not be used as scholarship, grant or loan for tuition, room, board, etc., at an academic institution such as a university or boarding school.
- b. Education Fund may serve as an inducement, encouragement, or supplement to a person's own resources in making possible such special religious opportunities as may arise.

2. Guidelines for use

- a. The income from this fund should be available on request or offering from the board to any member or attender of a local meeting in Western Yearly Meeting, although normally not for repeated use by the same individual.
- b. Funds are requisitioned from the treasurer of the Financial Trustees of the Yearly Meeting.
- c. The officers of the Board on Christian Education shall review all requests and make recommendations to the Board regarding applicants.
- d. Requests received between regular meetings of the Board that need immediate attention shall be administered by the Board officers.
- e. The Board on Christian Education should remain alert to find appropriate uses and take initiatives in making assistance available when special or important opportunities arise.
- f. Whenever the fund becomes greatly depleted, preference will be given to experiences with direct Friends Connections.
- g. The scholarship recipient shall provide a written report of the educational experience to the Board at the Board meeting immediately following the event.
- h. If participation in the educational experience for which the funds were intended does not take place, the funds shall be returned to the Educational Fund. Such funds shall not be diverted to another project without approval of the Board on Christian Education.

Board Funds (continued)

Board Funds (Continued)

3. Guidelines for requesting funds.
 - a. Application for education funds shall be made to the Board clerk in care of the yearly meeting office.
 - b. Requests should be made ten days in advance of the Board meetings at which they are to be discussed. Board meetings are generally held the third Saturday to January, May, and September.
 - c. Money from this fund may be requested from the Board by the person submitting in writing the following information:
 - 1) Description of the event
 - 2) Total expenses incurred
 - 3) Amount of scholarship requested
 - d. The Board will give consideration to the request. If approval is given for Scholarship funds, the following guidelines are to be observed:
 - 1) Friends' events: up to 50% of the total costs of the experience may be given
 - 2) Non-Friends' events: up to 30% of the total costs of the experience may be given.
 - e. The Board Clerk will inform the applicant of the Board action and forward a voucher to the financial trustees.
- B. Campus Ministry Funds
 1. Uses of the Campus Ministry Fund
 - a. It is the decision of the members of the Board on Christian Education on how the income from this fund is used, as long as it is a purpose connected to the title of the fund.
 2. Guidelines for use
 - a. Similar to the guidelines listed under the Education Fund above.
 3. Guidelines for requesting funds
 - a. Similar to the guidelines (a thru c) listed under the Education Fund above.
- C. Olive Charles Camp Scholarship
 1. Uses of the Olive Charles Camp Scholarship
 - a. Although there are no written Guidelines, generally, the income from this fund has always been used to provide partial scholarships to youth attending Quaker Haven Camp, or a similar type camp.

Board on Christian Education

Board Funds

(continued)

2. Guidelines for use
 - a. Similar to the guidelines listed under the Education Fund above.
 3. Guidelines for requesting funds
 - a. Similar to the guidelines (a thru c) listed under the Education Fund above.
- C. Olive Charles Camp Scholarship
1. Uses of the Olive Charles Camp Scholarship
 - a. Although there are no written Guidelines, generally, the income from this fund has always been used to provide partial scholarships to youth attending Quaker Haven Camp, or a similar type camp.
 2. Guidelines for use
 - a. Similar to the guidelines listed under the Education Fund above.
 3. Guidelines for requesting funds
 - a. Similar to the guidelines (a thru c) listed under the Education Fund above.
- D. Fellowship of Friends Fund
1. Uses of the Fellowship of Friends Fund
 - a. The Fellowship of Friends Fund was given to Western Yearly Meeting when Chicago Fellowship of Friends was closed in 2005. The fund is held by the Financial Trustees, but with the oversight being by the Executive Committee. All disbursements that have been approved by that body have been for the use of SUNDESMOS activities. Beginning in 2017, the SUNDESMOS Task Force is under the oversight of the Board on Christian Education, which is to prepare and submit in advance to the Executive Committee, a budget for the next calendar year.
 - b. The Fellowship of Friends Fund is a restricted gift which included the following language: “the net funds from the sale of the building are given to Western Yearly Meeting, to be restricted to purposes similar to those of the Fellowship of Friends, namely, Friends Urban Ministry and/or leadership development for youth outreach. Western Yearly Meeting is encouraged to actively involved in this kind of ministry.

Board on Christian Education

Board Funds

(continued)

2. Guidelines for use
 - a. The net funds from the sale of the building are given to Western Yearly Meeting, to be restricted to purposes similar to those of the Fellowship of Friends, namely, Friends Urban Ministry and/or leadership development for youth outreach. Western Yearly Meeting is encouraged to actively involved in this kind of ministry.
3. Guidelines for requesting funds
 - a. In addition to the use of the income from this fund by the SUNDESMOS program, other uses that fit the restrictions that came with the gift of fund are allowed.
 - b. It is recommended that the SUNDESMOS Task Force Clerk, the Christian Education Director, and the Christian Education Board clerk all reach agreement on any new use as “Allowable” before that new use is recommended to the Executive Committee for final approval.

Board Financial Control Policies (General Budget Funds)

- A. The Yearly Meeting office is responsible for keeping records of all expenditures of the Board. The designation of the category from which the money is spent will be made by the Christian Education Clerk.
- B. The Clerk and CE Director will be responsible for submitting a financial report at each Board meeting. (This report should be requested from the Treasurer)
- C. It is required by the Board on Christian Education that the Board financial records be reviewed annually. This review will include the Board on Christian Education budget account. (This is part of the annual review by the Audit Committee of the General Operating Fund)
- D. Expenditures are limited by the line items of the approved Christian Education budget. The amounts of line items may be increased or decreased by the Board on Christian Education. The overall budget is approved by the yearly meeting.

Christian Education Director's Report to Board

Christian Education Director's Regular Report to Board

The Director of Christian Education shall report to the Board of Christian Education at each meeting the following information and shall be reported throughout the year.

- A. The attendance at each camp with a comparison attendance at camps in the past years.
- B. The Yearly Meeting session programs which were held for youth.
- C. Yearly Meeting programs which were held to increase and improve Christian Education.
- D. Description of youth activities.
- E. Other significant events the Christian Education Director determines have been achieved in the Christian Education area in the past year.
- F. Report on recent SUNDEMOS activities.

Young Friends

Young Friends

- A. Young Friends consists of the members of Western Yearly Meeting who are generally of high school age, but may be of junior high age or recent high school graduates.
- B. Organization
 - 1. Youth Cabinet
 - a. Officers of Young Friends – shall serve in these capacities on the Youth Cabinet
 - 1) Presiding Clerk
 - 2) Recording Clerk
 - b. Composition
 - 1) One Young Friend appointed by each area meeting (if vacant the CE board may fill the vacancy.)
 - 2) One Young Friend from each area appointed by the Board on Christian Education
 - 3) Six Young Friends appointed at large by Young Friends Adult coordinators
 - 4) Advisor to Young Friends appointed by Board on Christian Education
 - 5) Christian Education Director of Western Yearly Meeting
 - c. Duties
 - 1) Serve as planning committee and assist with promotion of Young Friends programs and activities.
 - 2) Report plans and activities to Board on Christian Education.
 - 3) Act as a nominating committee for the officers of Youth Cabinet.
 - 4) Appoint a member of the Youth Cabinet to attend the Board on Christian Education Committee meetings.
 - 5) Learn Quaker Business practice.
 - 2. Duties
 - a. Appoint six (6) at-large members to the Youth Cabinet for a one-year term which shall begin immediately following the yearly meeting sessions.
 - b. Write an epistle to communicate with other young Friends around the world.

Board on Christian Ministries & Evangelism

Purpose of the Board

Purpose of the Board

The primary concern of the Board on Christian Ministries and Evangelism is the spiritual welfare and the Christian commitment of the members of Western Yearly Meeting. It carefully considers subjects and programs which have reference to spiritual needs and reports its judgments about these matters to the Yearly Meeting.

Duties of the Board Clerk

Duties of the Clerk—for details see pages ??

- A. At least two weeks before meeting notify members and provide an agenda
- B. On meeting day include worship, verify that attendance and minutes are being recorded
- C. After meeting provide Board Summary and Attendance to office
- D. Provide minutes to WYM Office within two weeks following meeting
- E. Provide written reports to WYM Office two weeks prior to Executive Committee Meetings, Administrative Council Meetings, and Annual Sessions.
- F. Provide the nominating committee with information regarding attendance.

Duties of Board Members

Duties of Board Members

- A. Board members should faithfully attend the board meetings, or when necessary, send regrets to the clerk or the yearly meeting office.
- B. Board members should report board decisions, activities, and information to their local and area meetings.

Duties of the Board

- A. Look for and promote programs, workshops, materials and leadership resources that will nurture the spiritual life of the Yearly Meeting.
- B. Review the financial requirements and needs of the retired ministers and retired executive staff of Western Yearly Meeting and administer aid through the Western Yearly Meeting Retired Ministers' Fund.
- C. Help and encourage fellowship among the pastors of the Yearly Meeting, keeping them informed of seminars and educational programs.

Board on Christian Ministries & Evangelism

Duties of the Board (continued)

Duties of the Board (continued)

- D. Sponsors the annual Pastors' Gathering and Yearly Meeting Retreat.
- E. Connect with and support local meeting boards on Christian Ministries and Evangelism/Ministry and Counsel.
- F. Supervise the Standing Committee on Training and Recording. Conduct entrance and exit interviews for recording candidates. Receive and respond to concerns regarding rescinding or restoration of Recording.
- G. Review minimum salary guidelines for pastors.
- H. Support of pastors through Pastoral Ministry Excellence Program (PME)

Composition of the Board (See Composition of the Boards on pg. ???)

- A. Regular Appointees
- B. Clerk of Training & Recording (Not necessarily a member)

Organization of the Board

- A. Clerk
- B. Assistant to the Clerk
- C. Recording Clerk
- D. Standing Committee of Training & Recording of Ministers
- E. Sub-Committees
 - 1. Spiritual Life – This committee has the general task of discerning spiritual needs throughout Western Yearly Meeting. This committee encourages spiritual and leadership development of Friends by developing programs and providing materials for study. It also has the responsibility for compiling the annual State of Society of Western Yearly Meeting Report, administering the Bone Ministry and Leadership Fund. Gives oversight to the Pastoral Ministry Excellence Program and the planning for the annual Pastors' Gathering and Yearly Meeting Retreat.
 - 2. Care of Ministers – This committee administers the Retired Ministers' Fund, writes devotional letters to recipients from the Retired Ministers' Fund, annually establishes minimum salary guidelines for full-time pastors and maintains contact with recorded ministers not employed by any church-related organization.

Board on Christian Ministries & Evangelism

Board Funds

Board Funds

Each year just before the January meeting, the clerk of Board on Christian Ministries & Outreach receives notification of the amount of Operating Budget money available as well as the available funds from the three designated funds overseen by the CM&E Board.

A. Annual Pastors' Gathering

1. The Pastors' Gathering is held annually for the pastors, spouses, and retired ministers and spouses of Western Yearly Meeting.
2. Funding is provided by an appropriation from the Bone Fund, the Lilly Grant Fund and registration fees from attenders.

B. Friends Conference on Ministry

1. Friends United Meeting participates in the planning of the national Friends conference on ministry. This conference is scheduled every four or five years. (No regular schedule)
2. The Board on Christian Ministries and Evangelism includes in its budget an annual amount of \$500 per year as a travel pool contribution for attenders from Western Yearly Meeting to the Friends Conference on Ministry. This is a cumulative fund gathered from conference to conference. In the year a conference is held, each attender (including spouses) receives an equal amount for conference travel expenses.

C. Bone Ministry and Leadership Funds

1. The purpose of the Bone Ministry and Leadership Fund is to provide funding for the board programming and the Pastoral Ministry Excellence program. The board programming consists of the Training and Recording program and the annual Pastors Gathering.
2. The Pastoral Ministry Excellence (PME) program provides grants for pastors for retirement and out of pocket health care expenses. Pastor grant applications for PME grants are due at the Yearly Meeting office by March 31 of each year.

D. Retired Ministers Fund

1. The Retired Ministers Fund is a permanently restricted fund where only the income can be used.
2. The Retired Ministers Fund's only purpose is to provide a supplemental benefit to the retired ministers of Western Yearly Meeting who qualify for this benefit. Members of the Care of Ministers sub-committee review any application for a benefit from this fund. Re-application must be made very year.

Board on Christian Ministries & Evangelism

Board Funds

(continued)

D. Pastoral Ministry Excellence Fund (PME Fund)

1. The PME fund provides grants for pastors for retirement and out of pocket health care expenses.
2. Pastor grant applications for PME Grants are due at the Yearly Meeting Office by March 31 of each year.

Board on Christian Outreach

Purpose of the Board

Purpose of the Board

The Board on Christian Outreach oversees Western Yearly Meeting's interest in missions, Native American affairs, and the world-wide community of Friends. It communicates up-to-date information and distributes materials to the members of the yearly meeting regarding outreach activities, special projects, and the disbursement of funds.

Duties of the Clerk

Duties of the Clerk—for details see pages ??

- A. At least two weeks before meeting notify members and provide an agenda
- B. On meeting day include worship, verify that attendance and minutes are being recorded
- C. After meeting provide Board Summary and Attendance to office
- D. Provide minutes to WYM Office within two weeks following meeting
- E. Provide written reports to WYM Office two weeks prior to Executive Committee Meetings, Administrative Council Meetings, and Annual Sessions.
- F. Provide the nominating committee with information regarding attendance.

Duties of Board Members

Duties of Board Members

- A. Board members should faithfully attend the board meetings, or when necessary, send regrets to the clerk or the yearly meeting office.
- B. Board members should report board decisions, activities, and information to their local and area meetings.

Duties of the Board

Duties of the Board

- A. Communicate to the monthly meetings the work being done in local communities worldwide.
- B. Support and interpret the work of the Friends United Meeting World Ministries
- C. Support and interpret the work of the Associated Committee of Friends on Indian Affairs.
- D. Support and interpret the work of the Friends World Committee for Consultation.
- E. Support and interpret the work of other special ministries as they occur.

Board on Christian Outreach

Composition of Program Board

Composition of Program Board

- A. Regular Appointees (see Composition to Boards, pg 9)
- B. Persons named by the Yearly Meeting Nominating Committee as representatives to this affiliated body: Friends World Committee for Consultation

Organization of Board

Organization of the Board

- A. Clerk
- B. Assistant to the Clerk
- C. Recording Clerk
- D. Treasurer
- E. Sub-committees will be utilized as needed to conduct and complete the business of the Board.

Board Funds

Board Funds

Each year just before the January meeting, the clerk of Board on Christian Outreach receives notification of the amount of Operating Budget money available as well as the available funds from the two designated funds overseen by the Outreach Board.

Designated Funds

- A. Mission Fund
 - 1. Uses of the Mission Fund
 - a. The income from this fund has historically been used for “missions” but the meaning of the word “missions” in this context has not been defined by Western Yearly Meeting in writing, therefore its definition is as determined by the members of the Board on Christian Outreach.
 - 2. Guidelines for use
 - a. The Clerk of the board annually contacts the individual at Friends United Meeting, who is in charge of Global Ministries, to seek information on their mission needs in the upcoming calendar year. This information is then presented to the January meeting of the Outreach Board, where approximately 1/3rd of the annual amount of income available in the Mission Fund is approved for distribution. Additional amounts are then discussed and distributed at the May and September meetings.

Board on Christian Outreach

Board Funds

(continued)

B. Indian Fund

1. Uses of the Indian Fund

- a. Traditionally, the income from this fund is distributed in some manner between the Kickapoo Friends Center, the Mesquakie Friends Center and the MOWA Choctaw Friends Center

2. Guidelines for use

- a. With this being a small fund, the income available for use is limited. It can be approved for distribution all at one meeting or divided, with part approved for distribution at each meeting of the board.

Board on Meeting Development & Nurture

Purpose of the Board

Purpose of the Board

The Board on Meeting Development and Nurture promotes the establishment of new Friends meetings and encourages the growth of existing Friends meetings so that the Kingdom of God shall prosper in Western Yearly Meeting. To carry out its purpose, the Board provides human and material resources, which may include leadership training, consultations regarding church growth, oversight of new meetings for worship, and the disbursement of funds necessary to carry out the ministry of the Board. Funding for MD&N is from endowment and is not a Yearly Meeting Operating budget-funded Board.

Duties of the Clerk

Duties of the Clerk—for details see pages ??

- A. At least two weeks before meeting notify members and provide an agenda
- B. On meeting day include worship, verify that attendance and minutes are being recorded
- C. After meeting provide Board Summary and Attendance to office
- D. Provide minutes to WYM Office within two weeks following meeting
- E. Provide written reports to WYM Office two weeks prior to Executive Committee Meetings, Administrative Council Meetings, and Annual Sessions.
- F. Provide the nominating committee with information regarding attendance.

Duties of Board Members

Duties of Board Members

- A. Board members should faithfully attend the board meetings, or when necessary, send regrets to the clerk or the yearly meeting office.
- B. Board members should report board decisions, activities, and information to their local and area meetings.

Duties of the Board

Duties of the Board

- A. Be alert and provide assistance to groups of Friends interested in setting up worship groups and new meetings in areas where there is a need.
- B. Offer human and material resources to established meetings for the purpose of nurturing growth. Such assistance includes funding growth grants and scholarship requests from meetings.
- C. Carefully use its funds according to board-established ?????

Board on Meeting Development & Nurture

Composition of Program Board

Composition of Program Board

- A. Regular Appointees (see Composition to Boards, pg 9)

Organization of the Board

Organization of the Board

- A. Clerk
- B. Assistant to the Clerk
- C. Recording Clerk
- D. Sub-committees will be utilized as needed to conduct and complete the business of the Board.

Board Funds

Board Funds

Each year just before the January meeting, the clerk of Board on Meeting & Development receives notification of the amount of Operating Budget money available as well as the available funds from the designated fund overseen by the MD&N Board.

- A. Church Extension Fund

Maybe ask for guidelines from John Heshelman?? I did not see them anywhere

Board on Peace and Social Concerns

Purpose of the Board

Purpose of the Board

The Board on Peace and Christian Social Concerns is the voice of Western Yearly Meeting striving to educate, awaken, and sensitize the members of the yearly meeting to the concerns of peace, moral responsibility and social order.

Duties of the Clerk

Duties of the Clerk—for details see pages ??

- A. At least two weeks before meeting notify members and provide an agenda
- B. On meeting day include worship, verify that attendance and minutes are being recorded
- C. After meeting provide Board Summary and Attendance to office
- D. Provide minutes to WYM Office within two weeks following meeting
- E. Provide written reports to WYM Office two weeks prior to Executive Committee Meetings, Administrative Council Meetings, and Annual Sessions.
- F. Provide the nominating committee with information regarding attendance.

Duties of Board Members

Duties of Board Members

- A. Board members should faithfully attend the board meetings, or when necessary, send regrets to the clerk or the yearly meeting office.
- B. Board members should report board decisions, activities, and information to their local and area meetings

Duties of the Board

Duties of the Board

- A. The Board should keep members of Western Yearly Meeting informed on peace and social issues.
- B. The Board should encourage thought and action by providing opportunities and materials for study and discussion.
- C. The Board should keep the members of local meetings informed when important legislative matters are being considered at state and national levels.

Board on Peace and Social Concerns

Duties of the Board (continued)

Duties of the Board (continued)

- D. Specific concerns of the Board should include the following:
1. Promoting and strengthening
 - a. Commitment to Christ
 - b. Conscientious objection
 - c. International peace
 - d. Civil rights, liberties, and equal justice
 2. Helping to implement Friends' testimony or concerns regarding
 - a. Beverage alcohol, tobacco, and substance abuse
 - b. Gambling and the desire for "something for nothing"
 - c. Crime and restorative justice including the abolition of capital punishment
 - d. Poverty and oppression
 - e. Environmental stewardship
 3. Developing and implementing testimonies on issues such as
 - a. Environment-pollution-ecology
 - b. Health care and medical ethics issues including
 1. Equal access to health care
 2. AIDS
 3. Living wills and dying with dignity
 4. Abuse
 5. Holistic health ministry which meets the spiritual, physical, and mental needs of persons.
 - c. Family life issues, including
 1. Abuse, marital conflicts, and co-dependence
 2. Family relationships
 3. Recreation and amusement
 4. Spiritual growth of family members
 5. Standards of life
 6. Business, financial, and credit responsibilities
 7. Development of spiritual gifts

Composition of Board

Composition of Program Board

- A. Regular Appointees (see Composition to Boards, pg 9)
- B. Persons named by the Yearly Meeting Nominating Committee as representatives to these affiliate bodies:
1. American Friends Service Committee
 2. Friends Committee on National Legislation

Board on Peace and Social Concerns

Organization of the Board

Organization of the Board

- A. Clerk
- B. Assistant to the Clerk
- C. Recording Clerk
- D. Committees
 - E. Finance and Budget
 - F. Yearly Meeting Annual Sessions Planning
- E. Task forces as needed

Board Funds

Board Funds

Each year just before the January meeting, the clerk of Board on Peace and Christian Social Concerns receives notification of the amount of Operating Budget money available as well as the available funds from the designated fund overseen by the P&CSC Board.

- A. Peace & Social Concerns

Maybe ask for guidelines from Tom Roberts??

Board on Finance

Purpose of the Board

Purpose of the Board

The Board on Finance maintains oversight regarding the appropriations and expenditures of funds of Western Yearly Meeting.

Duties of the Clerk

Duties of the Clerk—for details see pages ??

- A. At least two weeks before meeting notify members and provide an agenda
- B. On meeting day include worship, verify that attendance and minutes are being recorded
- C. Provide minutes to WYM Office within two weeks following meeting
- D. Provide written reports to WYM Office two weeks prior to Executive Committee Meetings, Administrative Council Meetings, and Annual Sessions.
- E. Provide the nominating committee with information regarding attendance.

Duties of Board Members

Duties of Board Members

- A. Board members should faithfully attend the board meetings, or when necessary, send regrets to the clerk or the yearly meeting office.
- B. Board members should report board decisions, activities, and information to their local and area meetings

Duties of the Board

Duties of the Board

- A. Be responsible for the presentation of the Western Yearly Meeting annual budget and the Friends United Meeting goal to the Yearly Meeting annual session.
- B. Promote and supervise the raising of funds for the Yearly Meeting budget and the FUM Goal.
- C. Recommend to the Yearly Meeting the names of persons to serve as Treasurer, Benevolence Treasurer and Financial Trustees of Western Yearly Meeting (two per year), for a three-year term and a maximum of two (2) terms.
 - 1. These persons are to be chosen from the membership of the Yearly Meeting, not necessarily from the Board on Finance.
 - 2. They must possess skills and qualifications necessary to understand the finances and investments of the yearly meeting.
 - 3. They must make an annual report to the Yearly Meeting.

Board on Finance

Duties of the Board (continued)

Composition of the Board

Organization of the Board

FUNDS

General Operating Fund

Duties of the Board (Continued)

4. The Assistant Treasurer shall act on behalf of either the Treasurer or the Benevolence Treasurer when circumstances render them incapable of performing their duties.
- D. Provide a fidelity bond for persons handling Yearly Meeting funds.

Composition of the Board

Six (6) members as appointed by the Yearly Meeting Nominating Committee three (3) per year) for a three (3) year term and a maximum of two (2) terms.

Ex-officio members

1. Superintendent
2. Presiding Clerk
3. Treasurer
4. Benevolence Treasurer
5. Assistant Treasurer

Organization of the Board

- A. Clerk
- B. Assistant to the Clerk
- C. Recording Clerk

Budget Preparation

This Board has the responsibility of developing the Yearly Meeting annual budget. Procedure for developing the budget:

- A. The Executive Committee, in consultation with the Office Advisory Committee, is to submit a copy of its budget request to the office at the close of the April Executive Committee meeting.
- B. Yearly Meeting boards are to submit copies of their budget requests to the office at the close of the May board meeting.
- C. The General Superintendent, in consultation with other staff members, will prepare the budget requests for the Administrative Council budget. The General Superintendent will consult with vendors such as printers, office supply firms, and other suppliers to assist in determining figures for the next year's office budget.

Board on Finance

Budget Preparation (continued)

Budget Preparation (continued)

- D. The Board on Finance should receive the first notice of its meeting six (6) weeks prior to the first Saturday in June, which is the usual meeting date.
- E. The staff, Yearly Meeting Presiding Clerk, and Treasurer will meet with the Board on Finance to provide counsel and information.
- F. Boards may be asked to have representatives present at the budget meeting to provide information on their board's expenditures.
- G. The Board on Finance shall review the requests of the various groups receiving funds from the Yearly Meeting budget. The Board on Finance has the privilege of making adjustments to the figures submitted for the budget.
- H. After the Board on Finance has adopted a budget in the June meeting, copies of the proposed budget are sent to monthly meeting clerks, finance committee clerks, and pastors to permit meetings to study the budget prior to the Yearly Meeting annual sessions.
- I. The Finance Board Clerk shall present the budget to the annual sessions of Western Yearly Meeting for final approval.
- J. The budget assessments amounts are based upon the resident membership and A.M. worship attendance statistics of two (2) years ago. For example, the 2015 assessment amount would be based upon 2013 statistics.
- K. Immediately after the Yearly Meeting annual sessions, copies of the assessments for the Yearly Meeting budget and the goals for the Friends United Meeting services are to be sent to monthly meeting clerks, finance committee clerks, and pastors.

Nominating Responsibilities

Nominating Responsibilities

The chairperson of this Board calls the Board together for the purpose of nominating persons to certain appointments in the yearly meeting and the Board on Finance. The Board should present for approval by the annual sessions of Western Yearly Meeting the names of persons nominated for the following positions:

- A. Yearly Meeting Treasurer – three (3) year term with six (6) year limit
- B. Yearly Meeting Assistant Treasurer – three (3) year term with six (6) year limit
- C. Yearly Meeting Benevolence Treasurer – three (3) year term with six (6) year limit
- D. Financial Trustees – two (2) each year for three (3)-year appointments. Limit of two (2) consecutive terms.

Terms for the Yearly Meeting Treasurer(s) and the Financial Trustees begin and end with the calendar year.

Board of Financial Trustees

Purpose of the Board

Purpose of the Board

The primary responsibility of the Board is to administer the endowment funds of Western Yearly Meeting.

Duties of the Clerk

Duties of the Clerk—for details see pages ??

- A. At least two weeks before meeting notify members and provide an agenda
- B. On meeting day include worship, verify that attendance and minutes are being recorded
- C. Provide minutes to WYM Office within two weeks following meeting
- D. Provide written reports to WYM Office two weeks prior to Executive Committee Meetings, Administrative Council Meetings, and Annual Sessions.
- E. Provide the nominating committee with information regarding attendance.

Duties of the Board Members

Duties of Board Members

- A. Board members should faithfully attend the board meetings, or when necessary, send regrets to the clerk or the yearly meeting office.

Duties of the Board

Duties of the Board

- A. Receive assets designated for the benefit of the various funds of Western Yearly Meeting.
- B. Invest such assets in optimum accordance with the following principles:
 1. Compatibility with Friends beliefs and practices
 2. Security
 3. Income
- C. After reviewing the performance of the funds, make recommendation to the Yearly Meeting on an appropriate percentage allocation for the coming year.
- D. Disburse payments from the various funds at the requests of the appropriate standing boards/committees of Western Yearly Meeting, including regular monthly payments to recipients of the Retired Ministers' Fund.
- E. Prepare annual financial reports on the status of the various funds: checking accounts, savings accounts, investments, etc.
- F. Provide a fidelity bond for the treasurer of the board.
- G. Maintain a record of minutes of meetings held, listing decisions made, actions taken, etc.

Composition of the Board

Composition of the Board

- A. The Board is composed of six (6) members.
- B. The members are nominated by the Board of Finance.
- C. The members are to serve for a term of three (3) years.
- D. No member may serve more than two (2) consecutive terms.

Organization of the Board

Organization of the Board

- A. The Board elects from its membership three (3) officers:
 1. Clerk
 2. Recording Clerk
 3. Treasurer
- B. The General Superintendent of Western Yearly Meeting is an *ex-officio* member of the Board of Financial Trustees.

Audit Committee

Purpose of the Committee

Purpose of the Committee

This Committee shall review the accounts of the Yearly Meeting Treasurers (Operating and Benevolence), the Office accounts and the annual reports of the Financial Trustees. The Presiding Clerk of the Audit Committee shall report its findings to the Yearly Meeting at annual sessions.

Duties of the Clerk

Duties of the Clerk—for details see pages ??

- A. At least two weeks before meeting notify members and provide an agenda
- B. Provide written reports to WYM Office two weeks prior to Annual Sessions, or if report is not ready, by two weeks prior to Fall Administrative Council Meeting
- C. Provide the nominating committee with information regarding attendance.

Duties of Committee Members

Duties of Committee Members

- A. Committee members should faithfully attend the meetings, or when necessary, send regrets to the clerk or the yearly meeting office.

Composition of the Committee

Composition of the Committee

- A. Three (3) members as appointed by the Yearly Meeting Nominating Committee for a three (3) year term and a maximum of two (2) terms.
- B. Ex-officio Members
 - 1. Superintendent of the Yearly Meeting
 - 2. Presiding Clerk of the Yearly Meeting

Organization of the Committee

Organization of the Committee

- A. Clerk

Board of Property Trustees

Board of Property Trustees

The Property Trustees of Western Yearly Meeting hold title to and manage all real estate properties belonging to Western Yearly Meeting. The deeds, wills, and trusts are to be recorded in the county, and in the state of which they are a part.

Duties of the Clerk

Duties of the Clerk—for details see pages ??

- A. Call meetings as needed, but at least quarterly.
- B. At least two weeks before meeting notify members and provide an agenda
- C. On meeting day include worship, verify that attendance and minutes are being recorded
- D. Provide minutes to WYM Office within two weeks following meeting
- E. Provide written reports to WYM Office two weeks prior to Executive Committee Meetings, Administrative Council Meetings, and Annual Sessions.
- F. Provide the nominating committee with information regarding attendance.
- G. Represent the Property Trustees to Executive Committee, Administrative Council and Annual Yearly Meeting Sessions.
- H. Serve or appoint representative to the WYM Program Committee.

Duties of Board Members

Duties of Board Members

- A. Board members should faithfully attend the board meetings, or when necessary, send regrets to the clerk or the yearly meeting office.

Duties of the Board

Duties of the Board

- A. Maintain a file in the Yearly Meeting office with copies of deed, contracts, wills, etc.
- B. Maintain property, casualty, liability insurance for Yearly Meeting property.

(continued)

Board of Property Trustees

Duties of the Board (continued)

Duties of the Board Continued

- C. Oversee the care and maintenance upkeep of the properties.
This includes:

1. **The Western Yearly Meeting campus and building**
(address 105 S. East St, Plainfield, Indiana) which includes all the property as follows:
 - a) The Yearly Meeting grounds as assessed to the Yearly Meeting include all the area from Highway 40 to the Friends Apartment Homes north to south and from East Street on the west to the Central School grounds boundary line fence on the east, except the property set out as property of Plainfield Monthly Meeting to the west of the Yearly Meeting building including a portion of the lawn and all the entry drive. The area east of the building from the fence back toward the Yearly Meeting building 135 feet east to west and from the fence on the north 445 feet from north to south is leased to Plainfield School Corporation for their use and cannot be used by the Yearly Meeting except for parking. These are only general descriptions. The Legal descriptions are on file in the Yearly Meeting Office.
 - b) The Yearly Meeting Building called THE MEETING HOUSE under the care of the YM Property Trustees is designated as that portion of the total structure excluding the Plainfield Meeting-house.
 - c) The WYM Office building address is 203 South East Street. It does not have grounds set apart.
 - d) The Parsonage address is 207 South East Street. The parsonage has grounds and boundaries as designated by the shrubbery line on the north and the shrubbery line on the east with variance allowed to the center of the drive on the south and extending to East Street for access. The legal description is on file in the Yearly Meeting Office
2. **Bridgeport Cemetery is located on the east side of Raceway Road approximately ½ mile north of US 40. Raymond street is on the north side boundary.** The legal description is on file in the Yearly Meeting Office.

Board of Property Trustees

Duties of the Board (continued)

Duties of the Board Continued

3. **Sugar Grove Church and Cemetery** address is 6946E. CR 600 South, Plainfield, IN 46168. This property extends from CR 700 on the East to the center of the drive of the abutted property on the West and from the fence on the North to S 600 on the South. The legal description is on file in the Yearly Meeting Office.
- D. Cooperate with Trustees of Plainfield Meeting on care of joint building and grounds.
- E. Purchase and dispose of real property as directed by the Yearly Meeting.
- F. Oversee legal technicalities involved in the laying down of monthly meetings.
- G. Prepare annual budget. Submit a request each year to the Board on Finance to be included in the annual Yearly Meeting Operating Budget. Observe fiscal stewardship and responsibility in the disbursements of funds allocated to the Property Trustees including the Sugar Grove Cemetery Fund, the Sugar Grove Meetinghouse Fund, the Bridgeport Cemetery Fund, the Property Maintenance Fund, and the monies from the Operating Budget.
- H. Provide for a long-range study of the yearly meeting properties as directed by Yearly Meeting

Composition of the Board

Composition of the Board

This board is composed six (6) members.
The members are nominated by the nominating committee
The members are to serve for a term of three (3) years.
No member may serve more than two(2) consecutive terms.

Organization of the Board

Organization of the Board

The officers shall be:

- A. Presiding Clerk (Chairman)
- B. Recording Clerk (Secretary)
- C. Treasurer (Voucher Approval)

The General Superintendent of Western Yearly Meeting is an ex-officio member of the Board of Property Trustees.

Training & Recording Committee

Purpose	<p>Purpose: A standing committee serving under the supervision of the Western Yearly Meeting Board on Christian Ministries & Evangelism, the Training and Recording Committee oversees the Training and Recording of Ministers. Each candidate will come before the Board on CM&E for entrance and exit interviews.</p>
Duties of the Clerk	<p>Duties of the Clerk—for details see pages ??</p> <ul style="list-style-type: none"> A. At least two weeks before meeting notify members and provide an agenda B. On meeting day include worship, verify that attendance and minutes are being recorded C. Provide minutes to WYM Office within two weeks following meeting D. Provide written reports to WYM Office two weeks prior to Executive Committee Meetings, Administrative Council Meetings, and Annual Sessions. E. Provide the CM&E Board with information regarding attendance. F. Report to the Western Yearly Meeting Board on Christian Ministries & Evangelism at each meeting. G. Determine their schedule of meeting.
Duties of Committee Members	<p>Duties of Committee Members</p> <ul style="list-style-type: none"> A. Committee members should faithfully attend the committee meetings, or when necessary, send regrets to the clerk or the yearly meeting office. B. Follow responsibilities in accordance with the current <i>Training and Recording Handbook—Appendix VII</i>
Duties of the Committee	<p>Duties of the Committee</p> <ul style="list-style-type: none"> • Receives recommendations for recording from the local meeting Christian Ministries & Evangelism. • Discerns candidates' suitability for recording and forwards any recommendations to the Western Yearly Meeting Board on Christian Ministries & Evangelism. • Gives oversight to the training process of all candidates for recording in Western Yearly Meeting as ministers of the gospel. • Makes a final recommendation for recording to the Western Yearly Meeting Board on Christian Ministries & Evangelism. • Interview and review the credentials of pastoral ministers transferring into WYM to make a recommendation for receiving a Certificate of Ministry. Appoint an advisor to encourage and support each new pastor in the Yearly Meeting.

Training & Recording Committee

Composition

Composition:

- A. Consist of at least six persons appointed by the Yearly Meeting Nominating Committee. The T&R Committee may request an increase in the number of appointments as needed.
- B. Appointments will serve three year terms and may serve up to two terms.
- C. Appointments will serve staggered terms with two being appointed each year.
- D. At least three members would be recorded ministers and other Friends who are spiritually mature.
- E. The clerk of the Training and Recording Committee does not have to be a member of the Board on Christian Ministries and Evangelism, but shall attend the meetings of the board to present reports on Training and Recording matters.
- F. In addition to the Clerk of Training & Recording, at least two members of this committee must also serve on the Western Yearly Meeting Board of Christian Ministries and Evangelism.

Organization of the Committee

Organization of the Committee:

- A. Clerk
- B. Recording Secretary
- C. WYM General Superintendent is an ex-officio member

Program Committee

WYM Sessions Program Committee

WYM Sessions Program Committee

Purpose of Committee

Purpose

The purpose of the Program Committee is to plan all the activities of annual sessions of Yearly Meeting excluding the business sessions.

Duties of the Committee: see Appendix XVIII

Composition of the Committee:

Duties

- A. Presiding Clerk
- B. Recording Clerk
- C. Executive Committee Rep
- D. Superintendent
- E. Director of Christian Education
- F. Head Usher
- G. A Representative from each the following:
 - 1. Board on Christian Education
 - 2. Board on Christian Ministry & Evangelism
 - 3. Board on Christian Outreach
 - 4. Board on Meeting Development & Nurture
 - 5. Board on Peace & Christian Social Concerns
 - 6. Board on Property Trustees
 - 7. Plainfield Friends Meeting

Organization of the Committee:

- A. Clerk
- B. Recording Secretary
- C. WYM General Superintendent is an ex-officio member

Procedures for Monthly Meetings

The monthly meetings shall consult Part II, page 32ff of *Faith & Practice of Western Yearly Meeting of Friends Church* in the conduct of its affairs. It is recommended that persons appointed as officers, members of Christian Ministries & Evangelism, and Trustees be members of the meeting. In particular the monthly meeting should take due care to accomplish the following:

- A. Make appointments to Administrative Council
 - A representative and an alternate shall be appointed for each Monthly Meeting to serve on the Administrative Council and attend sessions of Western Yearly Meeting. Meetings with more than 200 members are eligible to appoint one additional representative and alternate. If unable to attend, the representative should notify the alternate to attend. This appointment shall be for a three (3) year appointment.
- B. Appoint a person to serve on the Yearly Meeting Nominating Committee.
 - The appointment will be for a three year term. Approximately 1/3 of the Meetings in WYM will be asked in rotating years to appoint a Nominating Committee Meeting from their meeting. (This is on a three year trial basis starting July 2018)
- C. The State of the Society report for the calendar year should be forwarded to the Yearly Meeting office as requested.
- D. A survey of officers of the Meeting for the calendar year should be forwarded to the Yearly Meeting office as requested; this includes the names and addresses of meeting clerks, officers, pastors, and recorded ministers.
- E. Names of deceased members should be forwarded to the Yearly Meeting office as requested. Information should include birth and death dates and full name, including maiden name for women who were married.

Area Meetings

Procedures for Area Meetings

The Area Meetings shall consult Part III, page 44ff of *Faith and Practice of Western Yearly Meeting of Friends Church* in the conduct of their affairs. The appointments shall be made each Spring to begin following the end of YM session through the next YM session. The Area should appoint a nominating committee, which in turn should propose names of persons to serve as follows:

- A. Area presiding clerk, recording clerk, and such other officers as are deemed necessary.
- B. One member annually to serve for a two-year term on each of the following Yearly Meeting program boards:
 - 1. Board on Christian Education,
 - 2. Board on Christian Ministries & Evangelism
 - 3. Board on Christian Outreach
 - 4. Board on Meeting Development and Nurture.
 - 5. Board on Peace and Christian Social Concerns
 - a. No person shall serve more than three (3) consecutive terms on the same board.
 - b. Inactive appointees should be replaced.
 - c. Appointees should be reported to the Yearly Meeting office by July 1.
 - d. Appointees must be a resident member of the area from which they are appointed.
- C. One Young Friend is to be appointed annually to serve on the Yearly Meeting Youth Cabinet. This name should go to the Yearly Meeting Office by April 30 for the term to start immediately following the Yearly Meeting sessions.
- D. Appoint one person to serve on the Yearly Meeting Executive Committee for no more than six (6) consecutive years. Appointees should be reported to the Yearly Meeting office by July 1
- E. Appointments of the FUM Triennial Representatives shall be made at least six (6) months before the Triennial.

Business Sessions of Western Yearly Meeting

Business Sessions of Western Yearly Meeting

Procedures for the Business Sessions of Western Yearly Meeting

- A. Business may be introduced to the Yearly Meeting Sessions from the Administrative Council, Yearly Meeting boards, monthly meetings, Friends United Meeting, and other yearly meetings.
- B. Concerns from individuals will be submitted to the New Business Committee in order for that group to consider whether it is appropriate for a board, committee, or the Yearly Meeting to discuss the concern.
- C. Persons desiring to discuss business items should do so with full consideration for the rights of others who wish to participate in the discussion.
- D. All questions for the consideration of the Yearly Meeting may be referred to a committee before final action.
- E. Business items for record shall be submitted in writing.
- F. The decision minutes of each day should be read before the conclusion of that day's business session, except those of the last business session, this should be read just before adjournment.
- G. Brevity should characterize all reports.

New Business Procedures for the Sessions of Western Yearly Meeting

New Business Procedures for the Sessions of Western Yearly Meeting

Purpose of the New Business Committee

The Committee on New Business serves the annual sessions of the Yearly Meeting. The Committee shall review items of new business or personal concerns prior to discussion by the Administrative Council or the annual sessions of Western Yearly Meeting. The Committee shall then make a recommendation regarding the presentation of a new item to the annual session. The Committee's consideration shall include items as directed by the Presiding Clerk of Western Yearly Meeting.

The following information is intended as a guide for the presentation of new business at Western Yearly Meeting of Friends Church.

- A. When an individual member of Western Yearly Meeting of Friends Church has a matter of concern for the Yearly Meeting, the individual should bring the matter to the attention of the individual's monthly meeting. The monthly meeting should consider (season) the concern to determine if the concern should be taken forward.
- B. If the monthly meeting discerns that the matter of concern should be carried forward, the presiding clerk of the monthly meeting may take the concern to the monthly meeting's Area Representative to the Western Yearly Meeting Executive Committee or to the Presiding Clerk of Western Yearly Meeting.
- C. Since the Yearly Meeting Executive Committee coordinates the business of the Yearly Meeting, the Yearly Meeting encourages monthly meetings to season their matters of concern through the Executive Committee.
- D. The Executive Committee may take one of the following steps:
 1. Appoint a small committee of Executive Committee members to consult further with the monthly meeting to clarify the concern.
 2. Refer the concern to an appropriate board or committee within the Yearly Meeting structure, with direction to report to the Executive Committee within a set time frame.
 3. Bring the matter directly to a Yearly Meeting business session.
- E. The Presiding Clerk may take one of the following steps regarding matters brought directly to the clerk:
 1. Place the matter on the business agenda of a Yearly Meeting session; or refer it to the New Business Committee.
 2. Refer the matter to the Executive Committee or a Yearly Meeting board or committee.

Matters of concern that arise during the Yearly Meeting annual session may be brought by an individual member to the attention of the Committee on New Business. The Committee on New Business considers the matter to discern whether it should be brought to the Presiding Clerk for inclusion in the annual sessions' business.

Matters of concern of an ongoing nature should be seasoned through the process outlined in paragraphs A through E. Such layered discernment is time consuming to be sure. Nevertheless, generations of Friends have found such practice to be the most Spirit-filled manner in which to address individual concerns. The Committee on New Business should be utilized to address only those matters of concern that could not be foreseen prior to the meeting of the annual session. The members of the Committee on New Business are listed in the Annual WYM Minute Book.

Officers and Staff - Presiding Clerk

Presiding Clerk

Presiding Clerk

The Presiding Clerk is appointed for three-year terms, maximum of two (2) consecutive terms.

A. Yearly Meeting and Administrative Council.

1. Preside at business sessions to see that programmed business is handled in due course.
 - a. Give unhurried and sympathetic consideration to all proposals and expressions of opinion and to see that respect is accorded for an earnest and sincere minority, and if it seems necessary, postpone action until more light is secured and a greater degree of unanimity attained.
 - b. After careful consideration has been given to all points of view, the clerk shall weigh carefully the various expressions and state what s/he believes to be the sense of the meeting. In this procedure the clerk shall endeavor to call forth as fully as possible individual and group expression regarding all proposals under consideration. Nothing in this article shall be so construed to prohibit any member from appealing the decision of the clerk.
2. Represent Western Yearly Meeting in such public and official capacities as may be asked from time to time.
3. Visit the Area Meetings and local meetings when possible in order to become better acquainted with the membership of Western Yearly Meeting.
4. Confer with the General Superintendent and Recording Clerk concerning arrangements for the business coming to Yearly Meeting Sessions and Administrative Council meetings.
5. In cooperation with the Recording Clerk, maintain a file of approved changes to Faith and Practice; communicate all such changes in writing to every monthly meeting of Western Yearly Meeting.

B. Other Duties

1. Member of:
 - a. Executive Committee
 - b. Yearly Meeting Program Committee
 - c. Board on Finance
 - d. Audit Committee
 - e. FUM General Board (one position shared with General Superintendent)
 - f. Program Boards of the Yearly Meeting (attendance optional)
 - g. Friends Apartment Homes Board of Directors (attendance optional)
2. Prepare minutes liberating Friends for service beyond the limits of the Yearly Meeting.
3. Serve as one (1) of Western Yearly Meeting's representatives to the Friends United Meeting Triennial Session. (See Representatives and Alternates to FUM Triennial Sessions).

Recording Clerk

Recording Clerk

The Recording Clerk is appointed for three-year terms, with a maximum of two (2) consecutive terms.

A. Yearly Meeting

1. Prior to and during Yearly Meeting, work with the Yearly Meeting office in compiling reports.
2. Keep record of attendance of WYM representatives.
3. Keep accurate set of minutes showing all matters brought to the attention of the Yearly Meeting and the actions taken.
4. Submit minutes to Editing Committee for their review; Editing Committee responsibility is limited solely to correction of grammatical, usage, and mechanical errors.
 - a. Yearly Meeting minutes
 - b. Board Reports
 - c. Affiliated Body Reports
5. In cooperation with the Presiding Clerk, the Recording Clerk is responsible to communicate all changes to Faith & Practice to every monthly meeting of Western Yearly Meeting.

B. Other duties

1. Member of
 - Administrative Council
 - Executive Committee
 - Yearly Meeting Program Committee

Assistant to the Clerks

Assistant to the Clerks

The Assistant to the Clerks is appointed for three-year terms, with a maximum of two (2) consecutive terms.

A. Yearly Meeting

1. Function in place of either of the clerks in their absence.
2. Read announcements
3. Read the *Outgoing Epistle* at the final Business Session.
4. Assist Recording Clerk, when needed, with minutes, visitors, and condensing of messages, lectures, and affiliate body reports.
5. Assist Recording Clerk, when needed, in watching to see whether persons seeking to speak are recognized; keep track of time so business can stay on schedule while being sensitive to individual concerns.
6. Attesting the Minutes: Obtain three copies of the previous year's minute books for attesting at Annual Sessions and return the signed copies to the YM Office.
7. Perform duties as requested by the Clerks.

B. Administrative Council

1. Function in place of either of the Clerks in their absence.
2. Perform duties as requested by the Clerks.

Officers and Staff - Treasurers

Treasurers

Treasurers

Treasurers are appointed for three-year terms, for a maximum of two (2) consecutive terms.

A. Recommended background skills.

1. Should be knowledgeable on the organizational structure of Friends.
2. Should be knowledgeable in general methods of depositing or investing funds.
3. Should be able to maintain computerized accounting records that can be balanced in an orderly manner, making and retaining such records as may be required for an audit of accounts.
4. Should maintain adequate communication with Yearly Meeting officers, staff, and boards.

B. Duties of Yearly Meeting Treasurer

1. Handling of funds.

- a. Receive receipts, record the amounts with proper credit to the source, and credit receipts to proper category.
- b. Disburse funds as authorized, record amounts, and charge them to proper expense categories.
- c. Should establish system of vouchers, authorizing expenditures. These should be issued by the appropriate boards, committees, etc. to the Treasurer.

2. Reports

- a. Prepare Treasurer's Reports periodically on income, disbursements, and balances as required or as useful for information of Administrative Council.
- b. Prepare annual report on income and expense and assessment records
- c. Submit report, account books, and all necessary supporting data for review by Yearly Meeting Auditing Committee/outside auditors.

3. Other duties---member of:

- a. Board on Finance
- b. Executive Committee
- c. Administrative Council

C. Duties of the Yearly Meeting Benevolence Treasurer

1. Handling of funds

- a. Receive funds designated or restricted to Friends United Meeting, Associated Committee of Friends on Indian Affairs, Yearly Meeting mission projects, and other funds designated solely as benevolences; deposit in checking account.
- b. Disburse funds as specified and recorded.

2. Reports

- a. Prepare periodic reports for Administrative Councils and Yearly Meeting Sessions.
- b. Prepare reports, bank records, and other necessary data to submit to the Yearly Meeting Auditing Committee/outside auditor.
- c. Submit the June 30 and December 31 reports to the Executive Committee.

3. Other duties---member of

- a. Administrative Council
- b. Board on Finance

Officers and Staff - Ushers, Librarian, Custodian of Records, Statistical Secretary

Ushers

Librarians

Yearly Meeting Ushers – See Program Committee Handbook

Librarian & WYM Library

Purpose

The WYM Library will be developed as a reference library with a primary emphasis on works by and about Quakers and as a professional library for Friends pastors and YM staff.

Duties

- A. No items may be taken out of the YM office building
- B. Operational guidelines

Funds are available from the Literature Fund for additional purchases.

- C. Literature Fund

The Librarian shall administer the Literature Fund, set aside to keep the YM library up-to-date and viable. It may be used for providing literature, including Friends' tracts, books, magazines, recordings and audio-visual materials, and for binding copies of YM minutes from previous years.

- D. The Library shall be maintained in a convenient place to encourage use, with atmosphere conducive to maintaining and preserving its resources.

Custodian of Records

Custodian of Records

Purpose

Friends have long respected the importance of maintaining and preserving good records of local meeting, quarterly meeting and Yearly Meeting activities. The Custodian of Records facilitates the gathering and preserving of these records.

Duties

- A. With the main collection of historic books, documents and Minutes being housed in the Earlham College Archives, Monthly Meeting Minute books and other historical material should be sent directly to the Archives' climate controlled facility. Copies of Minutes will be made available for local meeting use.
- B. The Custodian of Records is available to facilitate the transfer of material to Earlham.
- C. A record of these historical materials at Earlham is maintained in the WYM Office

Statistical Secretary

Statistical Secretary

Duties

- A. Receives the WYM Statistical Reports and prepares a written summary report to be given at the WYM annual sessions.
- B. Receives the Memorial Statistical Report and prepares a summary report to be given at the WYM annual sessions.

Friends Apartment Homes, Inc.

POLICY: GUIDELINES FOR MAKING BOARD APPOINTMENTS AND OBLIGATIONS OF INDIVIDUAL MEMBERS OF THE BOARD OF DIRECTORS OF FRIENDS APARTMENT HOMES, INC.

The Board of Directors of Friends Apartment Homes, Inc. (FAH) is made up of the following: nine persons nominated by the Yearly Meeting Nominating Committee and approved by Western Yearly Meeting, one person named by the Yearly Meeting Property Trustees, one person selected by the residents, and two *ex officio* members: the Presiding Clerk of Western Yearly Meeting, and the Resident Manager or managers of FAH. This body holds scheduled meetings for business at 7 p.m. on the first Tuesday of February, April, June, August, October, and December in the Common Room of FAH. Additional meetings may be held at the call of the clerk.

Terms of service on this board vary. Yearly Meeting appointees serve a maximum of two three-year terms. The property trustee representative is appointed annually by that group. The representative of the residents is appointed annually by current residents of FAH. *Ex officio* board members serve as long as they continue in their positions of service. Terms of service begin January 1 and end on December 31 of the designated year.

Guidelines for Board Appointments

Board Makeup

Desirable Personal Attributes

Skills, Expertise, and Back- grounds Helpful to Work of FAH Board

Obligations of Individual FAH Board Members:

GUIDELINES FOR BOARD APPOINTMENTS:

Board Makeup

- Resident proximity which would allow active board participation
- Gender, age mix

Desirable Personal Attributes

- Open mind
- Respect for opinions of others
- Intellectual curiosity
- Understanding of and appreciation for older persons
- Interest in FAH and its ministry
- Courage to plan creatively and to carry out plans effectively

Skills, Expertise, and Backgrounds Helpful to Work of FAH Board:

- Business management
- Community relations
- Finance
- Health care
- Law
- Leadership
- Personnel (human resources)
- Property maintenance
- Property management
- Social service or counseling

Obligations of Individual FAH Board Members:

- Attend all FAH board meetings. Notify FAH director or WYM office whenever it is necessary for you to miss a meeting. Failure to attend three consecutive regularly scheduled board meetings may result in your replacement by the board.
- Devote time and effort to activities of FAH board
- Be willing to accept an FAH office or appointment.
 - Attend FAH social functions whenever possible.

Approved: February 3, 1998