

## Information & Guidance for YM Appointees

These have been drafted to assist Friends to serve on behalf of our YM. We recognise that we rely on the work of volunteers to keep us functioning as a faith community and that our volunteers need our practical as well as prayerful support.

**Appointment letters** - on appointment you will be sent a letter of appointment stating the dates of your term of office, who your predecessor or committee clerk/convenor is and their contact details. They in turn will receive one with yours and a request to give a handover. If you don't hear from them in the first few weeks after getting your letter please do not hesitate to contact them. When a Friend is appointed to an outside body eg CWS, FWCC, AVPA the YM Clerks will inform them that you are the new representative. Where possible the contact information will be given to you in your letter of appointment, otherwise you will need to get that from the YM Clerks or your predecessor if it is not easily available publicly.

**Job Description** - you will hopefully have been given a copy of your job description when being asked to serve. Current job descriptions are being uploaded to <http://quaker.org.nz/job-descriptions-for-yearly-meeting-posts>. In some cases the existing documents are out of date or non-existent, in which case you will be asked by the YM Nominations Committee to help with the drafting of a new/replacement document. These drafts are then circulated by Nominations Committee via the YM Clerks Letter for MMs comment/approval. If only minor changes (or none) are necessary then the following month the final version will be circulated for information in consultation with the appointee/committee. If more major changes are put forward then the appointee/committee will be asked to produce a second draft for consultation etc until the MMs are satisfied that the job description is good enough. This process ensures that the YM as the appointing body are aware of the extent of the job description and what Friends are being asked to do in their name.

**Alias email address** - some posts/committees have an existing email alias in place. This will follow the pattern of [nomcomclerk@quaker.org.nz](mailto:nomcomclerk@quaker.org.nz), [ymclerk@quaker.org.nz](mailto:ymclerk@quaker.org.nz) for example. In the case of committees the alias address usually redirects incoming mail to the committee convenor but can be set up to reach all members. Please check with your predecessor if there is an existing alias address in use and if so ask them to forward anything on to you until the changeover is made. When you take over the post, the alias will need to be redirected to an email address of your own. To do this, contact the Members & Attenders database manager who has responsibility for managing the alias addresses [email.list@quaker.org.nz](mailto:email.list@quaker.org.nz). Some posts eg FWCC reps have individual unique email addresses as Friends may continue to serve FWCC in other capacities beyond their YM appointment. It is their responsibility to stop their alias address when it is no longer required.

**YM Budget line & Expenses** - please check the YM budget to see if your position is allotted a budget line. The YM Treasurer [ymtreasurer@quaker.org.nz](mailto:ymtreasurer@quaker.org.nz) prepares a draft budget for the following year to go to September Monthly Meetings. Monthly Meetings then respond and a final budget goes to November Monthly Meetings. That is an opportunity for people to request additions/changes to existing budget items. Generally a request for an entirely new budget item would need to go through YM or MMs (through YM Clerks' letter) before the budget is prepared in September. If approved by YM/MMs it would then be included in the draft budget.

Every year there are a number of items underspent or not spent at all. This creates problems because the apportionment levels are calculated from the budget. A budget item/amount should be requested only when there is firm expectation of expenditure not "just in case". Furthermore the budgeted amount is a guideline, there is a contingency budget and reserve funds for dealing with unexpected/unusual/above budget expenditure.

When claiming expenses, please provide your bank account number. Posting cheques is expensive both in money and carbon terms and internet banking by contrast is very quick and efficient. Please send receipts as soon as possible because the Treasurer can claim the GST portion of the expense but only if the receipt is within the 6 monthly GST return period.

**Documents in Advance** - with YM being held in May reports for Documents in Advance need to be with the YM Clerk/s by the end of January. Should YM be held at a different time the YM Clerk/s will advise of the deadline. You should in any case get correspondence from them a few months before this requesting a report be written. Writing the report for Documents in Advance is a good opportunity to review the work of the committee / appointees and reflect upon the opportunities and challenges faced. It is recommended that the report be a collaborative effort where it reflects the work of more than one person and is seen and approved by all whom it

represents before sending in for publication. This ensures that all Friends involved are better equipped to speak to the report within their own Meetings' discussions on Docs in Advance.

Back issues of Documents in Advance should be available through your MM Clerk and/or Worship Group correspondent should you wish to look over previous reports for guidance.

**Other methods of reporting** - as a YM appointee it is important to share what you do on behalf of the YM with Friends. The Aotearoa New Zealand Friends Newsletter is a good place to share articles, information and appeals throughout the year. These can be sent to [newslettereditor@quaker.org.nz](mailto:newslettereditor@quaker.org.nz) along with any accompanying photographs. We also have a website [www.quaker.org.nz](http://www.quaker.org.nz) which has the capacity to carry more information and be updated more regularly. Contact [webmanager@quaker.org.nz](mailto:webmanager@quaker.org.nz) for more information regarding what is possible; some committees etc already have a presence on the website and work is being done towards enabling them to be able to update their own pages.

**Support** - serving the YM can feel a lonely task at times, but it needn't be. Your MM elders and overseers are there to support you. You may also wish to set up a mentoring/support person/group arrangement with Friend/s of your choosing. These may be local Friends able to physically meet up with you, past appointees in the same role etc who have experience to share. This can provide you with someone who will periodically check in with you how the role is going, and someone you feel you can sound things out with (and occasionally let off some steam - serving Friends is not always an easy task!). The YM Clerk/s are also there as a point of contact for concerns.

**Handover** – Handovers, both from your predecessor or committee convenor/clerk and to your successor in the case of single person appointments, are key to getting Friends off to a good start in their appointment. In some instances, this might not be possible so if you find yourself the new incumbent with no obvious source of information Nominations Committee and/or the YM Clerks should be able to put you in touch with a Friend with relevant experience and knowledge. Handover may include passing on background information, useful documents/past minutes, mailing lists and resources, a schedule of tasks to be done etc. It may be useful to meet face to face where possible or via phone/skype rather than just by email/post. When you are laying a task down please be mindful of the needs of your successor. There may occasionally be a gap between you finishing your term of service and someone else starting; a handover will still be required.

*Nominations Committee, March 2013*