

**Te Hāhi Tūhauwiri
The Religious Society of Friends (Quakers)
Yearly Meeting of Aotearoa New Zealand**

Yearly Meeting Outreach Committee - Job Description January 2020

Role

The role of Yearly Meeting Outreach Committee is to foster a culture of outreach, and to encourage/promote outreach activity by Yearly Meeting, Monthly Meetings, Recognised Meetings and Worship Groups so that seekers with diverse backgrounds, identities and experience are aware of the values upheld by Quakers.

Responsibilities

- To consult with Yearly Meeting, Monthly Meetings, Recognised Meetings and Worship Groups to clarify their needs in regard to Outreach.
- To support the development by Yearly Meeting, Monthly Meetings, Recognised Meetings and Worship Groups of programmes and initiatives focusing on Outreach, including the use of media and social media, through which Meetings may encourage increased and diverse attendance and participation. To provide assistance if requested.
- To create, regularly review, revise and disseminate innovative and relevant Outreach ideas, written material, posters, and social media material which Meetings may use in their outreach activity and in welcoming seekers / newcomers.
- To bring forward to Yearly Meeting Nominations Committee, for discernment by Yearly Meeting, the name of a Yearly Meeting Outreach Committee member as representative on the Website Oversight Committee.
- To be jointly responsible for the Yearly Meeting website content in its role in communicating to visitors to the site; to work collaboratively with the Website Technical Services Team and the Website Oversight Committee.
- To encourage discernment, through the Yearly Meeting process, of national consistency in message and appearance of all materials presented to the public.
- To offer to run regular Outreach seminars at the Quaker Settlement, Whanganui or elsewhere.
- To maintain regular liaison with other YM committees to ensure that opportunities to work in conjunction on projects are captured.
- To report annually to Yearly Meeting through Documents in Advance on its activities.

Preferred Knowledge Skills and Abilities

Within the group the following skills and knowledge need to be represented:

- Knowledge of Quakerism in Aotearoa New Zealand
- Knowledge of Quakers throughout Aotearoa New Zealand
- Competence with online communication e.g. Skype and teleconferences.
- Understanding in web design and Internet functionality.
- Some familiarity in dealing with the Media & social media, and other publicity related skills.
- General administration skills, budget setting, reporting etc.

Time Required

Hours may vary month by month, however the approximate average is 5 hours a month.

Length of Appointment

The length of appointment is three years with the possibility of being reappointed for a second term.