

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

Quaker Lecture Committee Job Description October 2020

Role

The job involves the planning and delivery of an annual lecture, primarily at the time of Yearly Meeting.

The lecture may arise from a concern under the care of one of the Yearly Meeting Committees and may form part of a substantial programme of action and public information. At other times the focus may be to deepen and strengthen Quaker life and faith within our Yearly Meeting.

Lectures may be of interest to a wider faith audience as well as to current members and attenders.

Responsibilities

These are flexible and shared across the membership of the Committee. There are standard tasks required each time a lecture is given.

The tasks required are as follows:

- **Coordinate the choice of topic and lecturer:** This is done in consultation with the YM Clerk(s) and the host MM for the relevant Yearly Meeting. Suggestions of appropriate topics and lecturers may come from MMs and YM committees. This should be done at least 18 months/2 years before the lecture.
- **Invite the lecturer:** The Committee will approach, once a decision has been made, the possible lecturer(s). The lecturer, in agreeing to give the lecture should agree to a general brief from the Committee and agree to submit an early draft for friendly comments, long before the written text is finalised for publication.
- **Work with the lecturer:** Help the lecturer align with the aims of the Quaker lecture and achieve a good text for printing and distribution. The Committee will take a copy-editing role to make sure the details are right, that illustrations have permission and are correctly attributed and so on. The Committee has oversight of the content and quality, yet the ultimate decisions would lie with the lecturer.
- **Produce the printed version of the lecture:** Normally this is an amplified version of the spoken lecture. Ensure that a cover is designed for the publication. Put the final copy into printer-ready form, including an ISBN number. Organise the printing of the lecture. Have the publication ready before the lecture is given. Deposit the statutory number of copies with the National Library.
- **Work with the host MM to organise the physical lecture:** Most of the detailed work will be carried out by the YM organisers or a committee of the host MM. The Lecture Committee will provide advertising material. Email fliers for distribution to local groups (this may be done by the host MM). Encourage the host MM to, when appropriate, invite

specific people such as local MPs, church leaders and other non-Quaker audiences. Encourage the host MM to live stream the lecture where possible via the internet to ensure greatest coverage nationally.

- **Achieve wide distribution of printed and electronic copies after the initial lecture:** Have available the lecture in electronic form ready for distribution as requested. Send out complimentary copies. Distribute copies of the lecture nationally and internationally for sales (Quaker Books). Send review copies to appropriate magazines and journals. Work, when appropriate, with the committee on the Media, and the Web Manager.
- **Encourage a wider hearing after the initial lecture:** Encourage other MMs, particularly those in major centres, to invite the lecturer to repeat the lecture. The Committee should provide advertising material and printed copies available for sale at each venue. Outside groups may also be involved in local lecture presentations.
- **Deal with finance and reporting:** Yearly Meeting pays the expenses of presenting the initial lecture as part of Yearly Meeting. Funding of additional lectures given during the year is not the concern of the Committee. The only financial transactions are those for the printed version. The amount to charge for the publication needs to be worked out on a break-even basis considering the printing, publication and distribution of the printed lecture booklets. Keep records of all financial transactions.
- Check that the Committee's website pages are kept up to date and edited where needed.
- Provide an annual report for Documents in Advance.

Preferred knowledge, skills, abilities and experience

- Good communication skills to liaise with the lecturer, from initial ideas around subject, tone and approach, to final lecture format and printed lecture.
- Copy-editing ability to ensure facts, grammar and spelling are correct in the printed version of the lecture, that illustrations have permission and are correctly attributed.
- Basic financial record keeping around the publication and sale of the printed version of lecture.
- Publishing and design skills desirable.

Expected Time Required

Total time commitment is not high, but there are busy times in the lead up to YM, in particular the liaison between the lecturer and the local organising committee and the production and printing of the lecture booklet.

Length of appointment

Three years with the possibility of up to another three years of service.

