

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

Summer Gathering/Yearly Meeting Coordinator/Coordinating Committee

Job Description March 2021

Role

This committee is responsible for the long-term planning of Summer Gathering and Yearly Meeting. Although there are two sets of responsibilities below the tasks are similar and could be accomplished by the same small group of one to three people.

Responsibilities

Summer Gathering:

- Liaise with Monthly Meetings to maintain a roster of Meetings volunteering to run Summer Gathering two to three years in advance, bearing in mind the alternating of North and South Islands, and ‘advertise’ in Documents in Advance.
- Ascertain that seeding money is received from the Yearly Meeting Treasurer by Summer Gathering committee organisers and returned after the event.
- Remind Summer Gathering committees that they are able to get funding for under-18 year olds.
- Keep up to date the file containing the guidelines for the organisation of Summer Gathering and send a copy to the Monthly Meeting Clerk when they accept the running of Summer Gathering.
- Ensure that someone will take photos. Remind the local Summer Gathering committee that the Summer Gathering photograph album is to be maintained. There are two albums; one goes to the YM Archivist and the other to the Summer Gathering records held at the Settlement between Summer Gatherings.

Yearly Meeting

- Keep the roster of Monthly Meetings volunteering to run Yearly Meeting, alternating between North and South Islands with the Settlement every third year, and publicise in Documents in Advance.
- Keep up to date the file containing the guidelines for the organisation of Yearly Meeting and send a copy to the Monthly Meeting Clerk when it is their turn to run Yearly Meeting.
- Liaise with Yearly Meetings over any long-term planning problems.
- Ascertain that seeding money is received from the Yearly Meeting Treasurer by Yearly Meeting organisers and returned after the event.

Write a report about the work of the Summer Gathering/Yearly Meeting Coordinating Committee to be included in Documents in Advance each year.

Ensure that the relevant website pages are kept up-to-date.

Preferred knowledge, skills, abilities and experience

- Ability to communicate by phone and email.
- Well organised.
- Some experience of attending both Summer Gathering and Yearly Meeting.