

## YM Job Description for the role of Urgent Submissions Writer

Updated October 2024

The Urgent Submissions writer responds to urgent requests to prepare a submission or write a letter. This can also involve being aware of pending legislation by scanning the Parliamentary website and keeping abreast of the media for issues that are important for Quakers. The drafts are to be prepared for consideration by Yearly Meeting.

### PROCESS:

In conjunction with the Yearly Meeting Clerk, the writer decides when Quaker input would be appropriate.

The writer helps prepare:

- draft select committee submissions
- draft letters to be sent to relevant parliamentarians
- and/or media releases

These submissions and letters will be considered either by Monthly Meetings or by Standing Committee, depending on the urgency required.

### SKILLS:

- Ability to write succinct, correct, plain English in a style suitable for submissions and press releases
- Able to read and summarise a variety of documents including Government policy, news reports and Quaker sources
- Access to internet and media
- Willingness to initiate responses and consult with the YMC and Standing Committee

Period of appointment: 3 years

Time required: variable