Publisher of List of Meetings, Members and Attenders

Job Description
The Publisher is responsible for managing the Quaker website secure database of Friends' profile details, managing the Quaker email alias list, and for publishing a printed list of Meetings, Members and Attenders every two years.

Responsibilities
- Maintain a group of Friends, usually one or two for each Monthly Meeting, in the role of "Listholder". The Listholder role is defined on the Quaker website. Both the Webmanager and the Publisher of List of Meetings, Members and Attenders have the higher role of "Admin" in their website accounts.
- Maintain the website database of User profiles for all Friends in New Zealand. This involves direction of the Listholder Friends at each Monthly Meeting, management of assigned roles, create/delete and editing of all profile information.
- Be proactive in the education and encouragement of all Friends to regularly update their own profile information on the website.
- Pursue the establishment of processes to allow the single central database of names and addresses that form the profile information, to be used by each Meeting for local sticky label runs for local newsletters, as well as the sticky labels for New Zealand Friends Newsletter.
- Pursue the establishment of a Quaker website facility to allow each MM Clerk and Listholder to download a document of Members and Attenders details for any Monthly Meeting. This document, in MS Word, will take information direct from the user profiles, and will be in the format of the published Members & Attenders booklet, thus allowing local printed updates between booklet publications.
- Maintain the Quaker email redirection alias list in the format required by the host of that list. This involves keeping track of all changes of email address for those on the alias list, actively seeking updates from Monthly Meetings, and updating the online record.
- Constant attention to security issues relating to the website and Friends' profile information.
- In March of a publication year for the printed list of Members and Attenders, define a publication deadline date (usually late July), and request the Listholders for each Monthly Meeting to promote among all Friends in their MM the updating of their own profile details. This will involve a number of reminders to all Friends.
- Request from all Listholders any updates of Meeting times and location, officers of Meetings, and any changes to details for accommodation available.
- Ensure that all Listholders are active in maintaining the profile details of all Friends in their MM who do not have Internet access, or are unable to maintain their own profiles. Listholders are also to ensure that parents update the profile details for their children.
- When the publication deadline arrives, download the Word documents for all Monthly Meetings from the website, and collate into documents for printing.

- Send these documents to the Listholders at all Monthly Meetings, and set a date for final corrections, requesting the number of booklets they will require for their **complete Monthly Meeting** area.
- Make any amendments to the set of documents.
- On the final date, take the set of documents to a printing firm. Most will prefer it as .PDF files.
- Arrange payment for printing via Yearly Meeting Treasurer.
- Pack, post and deliver boxes of booklets to Contact Friends.

Skills/personal attributes
- Competency in computer use skills, including word processing and database management.
- Competency in administration of a Drupal website system.
- Interest in new developments in data storage and retrieval.
- Effectiveness in people management and liaison.
- Ability to work to deadlines.
- Familiarity with the processes of Quaker life in Aotearoa/New Zealand.
- Awareness of issues of confidentiality, gender and age where appropriate.

Other requirements
The Publisher needs to own an efficient modern computer system with fast roadband connection.

Term of appointment
Two years minimum, or by agreement with the YM Nominations Committee.

Workload
Workload varies a lot. The printed list is at present published every two years. For routine overall management of the profile information, the workload would be 1 – 3 hours per week. However, when a booklet is to be published, the workload rises to 6 – 8 hours per week during the month or so prior to publication.