

Representative to College Park Quarterly Meeting

I. Overall purpose of SCMM representation: SCMM sends a representative to CPQM. The representative brings SCMM concerns to the QM and acts as an information liaison from QM to SCMM.

II. Time commitment and term length: The term is one year, June through May, renewable.

The rep attends 3 quarterly meetings per year (fall, winter, and spring). Fall and Spring quarters are a full weekend, Winter quarter is a day. The rep is also available at SCMM in the weeks before and after the quarter to be a contact person, and should make a report at the monthly meeting for business following quarterly meeting. In total, 5 days a year plus approximately 5 hours of announcement-gathering and report writing. It is helpful if you have reliable access to a car or are adept at securing carpool rides.

(Note: the dates of quarterly meeting are the third weekends of January, May, and October, where the third weekend is defined as the weekend following the 2nd Sunday. The Winter quarter rotates between Berkeley, San Francisco, Redwood Forest, and Palo Alto, and takes place on a Saturday. Spring Quarter takes place at Ben Lomond Quaker Center, and Fall Quarter at the Sierra Friends Center; both are Friday evening through Sunday midday).

III. It is the rep's responsibility to advise CPQM that s/he is the new representative. The rep should notify the current QM registrar, whose name and contact information will be provided by the outgoing rep.

IV. In the weeks prior to each quarter, the rep should announce that the quarter is happening, distribute fliers and registration information, and collect information from SCMM that should be distributed at QM. The rep should place an announcement in the September, December, and April issues of the SCMM newsletter. The rep may also help with coordinating carpools, securing adult sponsorship for unaccompanied teens, and other cooperative meeting involvement in CPQM, e.g. collective Family Night offerings.

V. The rep is responsible for distributing information from CPQM to the meeting. Following each quarter, the rep should make relevant announcements from the quarter for the monthly meeting, and provide a packet of all handouts. The rep should make a report at the November, February and June meetings for business, bringing any items of business from QM that require monthly meeting action or seasoning and sharing items of general meeting interest or concern. Strawberry Creek Friends may also ask the rep for general information about CPQM from time to time, for which a CPQM directory will be very helpful; the rep should acquire such a directory from the CPQM directory coordinator. As of September 2002 the CPQM directory coordinator is Marilee Eusebio, marileee@juno.com.

VI. The rep is the primary vehicle for SCMM to bring concerns or action items to the QM. Prior to QM, the rep will consult with SCMM's clerk to discern whether there are specific concerns to bring to the quarter and will advise the clerk of the quarter if so. The rep may be asked by the quarter's ministry and oversight committee to present SCMM's State of the Meeting report to the

quarter in plenary session. The rep is also responsible for conveying the results of SCMM's seasoning or action on QM items back to the quarter at a subsequent meeting as appropriate.

VII. End-of-term changeover process: As incoming representative, you will receive a briefing from your predecessor; as outgoing representative, you will brief your successor. A meeting should be arranged by the incoming representative, to take place within either the last month of the old term or the first month of the new term. At this time, any appropriate files or notes should be transferred from the outgoing to the incoming rep as well as advice, wisdom, and updates on pending concerns.

Information you receive should include:

- A copy of the job description
- The schedule of the coming year's quarterly meetings
- The contact information for the CPQM registrar and directory coordinator
- Directions to Sierra Friends' Center and Ben Lomond Quaker Center
- Key people to know at QM. Ideally, the outgoing rep will be able to attend QM with an incoming rep and make introductions if the incoming rep is new to QM.

Revised 10/02