

## Representative to Ben Lomond Quaker Center

- I. Overall purpose of SCMM representation: The Ben Lomond Quaker Center (QC) representative facilitates communication from QC to SCMM about programs and needs (volunteers, financial, etc.).
- II. Time commitment and term length: The term is one year, June through May, renewable. The rep should attend at least one QC program per year (reps can attend programs at half price and additional scholarship support is available from the meeting), and should attend work camps, etc. as way opens. The maximum time commitment for the position is one weekend plus one hour per month; the typical commitment will be much less.
- III. It is the rep's responsibility to advise QC that s/he is the new representative. Notify QC via email [mail@quakercenter.org](mailto:mail@quakercenter.org). A call to the QC directors would also be appropriate, requesting to be added to mailing list ASAP: 831/336-8333.
- IV. The rep is responsible for receiving information from QC, and sharing it with the meeting:
  - Enthusiastic announcement of upcoming programs, work camps, summer camps and fundraising programs after meeting
  - Placing details of programs & other activities in the SCMM newsletter
  - Making flyers available on the information table
  - Making an annual report to meeting for business (see below)
- V. Facilitating SCMM involvement in QC: The rep may generally help with coordinating carpools to QC events, providing directions, securing adult sponsorship for unaccompanied teens, and other cooperative meeting involvement in QC. At any given time, individual SCMM Friends may be on the board of QC; should coordinate his/her efforts on behalf of QC with these Friends. The rep may also assist with the SCMM spring retreat at QC as a site liaison, as s/he and the Retreat Committee feel is appropriate.
- VI. In consultation with at least one SCMM QC board member (if available), the rep should make an annual report to meeting for business in the spring, comprising a general update on the "health" of QC, their objectives, and how the meeting can help (specific calls to action).
- VII. End-of-term changeover process: As incoming representative, you will receive a briefing you're 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 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
- Names of current QC director(s)
- Directions to QC
- Names of SCMM Friends currently on QC board of directors-Current information on upcoming QC programs and initiatives *revised 11/02*