

Western Friend Representative Job Description

At the March 2022 Strawberry Creek Monthly Meeting for Business, the following was approved: Beginning with the 2023 subscription year (January - December 2023), the Meeting will pay for an annual Western Friend subscription (in a format of their choice) for each household listed in the current Strawberry Creek Friends directory (excluding Scattered Berries), provided that at least one person in that household has made a timely request to the [Western Friend Representative]. Notice of the deadline for making such an annual request will be given directly to current Western Friend subscribers via email or (if requested) by phone. Notice of the request deadline also will be disseminated to the Meeting community, e.g., during announcements at end of Sunday worship hour, Meeting for Business, and List serve.

Job Description (approved 6/9/2024)

I. Purpose: The Western Friend (WF) Representative facilitates communication between Western Friend and Strawberry Creek Monthly Meeting.

II. Term length: The term is one year, June through May, renewable.

III. Responsibilities:

It is the WF representative's responsibility to advise WF that they are the new representative. Notify WF via email editor@westernfriend.org

The WF representative is the contact person for receiving information from Western Friend, and sharing it with the meeting.

Through announcements and list serve notices, the WF representative's primary responsibility is to maintain an updated list of WF subscribers and to timely provide that subscriber list once a year each Fall to the Meeting Treasurer and to Western Friend.

IV. Process: The funds to pay for WF subscriptions come either from the Meeting, or if the Meeting decides otherwise, from individual subscribers who have given the WF representative a check in the appropriate amount. The Treasurer then writes a single check to WF for all households listed in Meeting Directory who have affirmatively indicated to the WF representative that they want a WF subscription for the following year (January - December).