

# IMYM Guide to Procedures (Position Descriptions)

The **Guide to Procedures** describes what IMYM Friends can expect from their officers and committees by providing a description of the duties of each of these positions. Please consider [volunteering to serve](#) on a committee or as an officer of IMYM.

In 2013 IMYM instituted a new structure for the main Committees of the Yearly Meeting, and the Guide is now organized around this new structure. Some of the procedures described in the Guide arose from minuted actions of the Yearly Meeting, while others developed over time as successful practices. To ask questions or make suggestions about the Guide, please e-mail [meeting@imym.org](mailto:meeting@imym.org) and your questions will be forwarded to the current Clerk of the Procedures Committee or another appropriate person.

A date in parentheses shows when the description was last edited. Descriptions labeled 'Draft' still need Procedures Committee approval.

## Table of Contents

[Arrangements Committee](#)

[Arrangements Committee Clerk](#)

[Recording Clerk of Arrangements Committee](#)

[Delegates Committee - dead links](#)

[Facilities Working Group - dead links](#)

[Officers - dead links](#)

[Other Appointments - dead links](#)

[Other Committees - dead links](#)

[Program Working Group - dead links](#)

[Representatives Committee](#)

[Who makes appointments for the yearly meeting service](#)

[Who Pays IMYM Travel?](#)

[Youth Working Group](#)

## **Arrangements Committee**

Arrangements Committee is a standing committee of the Yearly Meeting charged with planning and supervising the annual gathering. The work of the committee is being carried out by three Working Groups: Facilities, Youth, and Program – see below for more on each.

## **Arrangements Committee Clerk**

(12/29/18)

**Purpose:** The Arrangements Committee, a standing committee of the Yearly Meeting, has the charge to plan and supervise the annual gathering. It arranges for the facilities and all the programming for both the adults and the youth. This Committee works closely with the Clerk of the Yearly Meeting to make sure the gathering proceeds smoothly. The Committee reports its progress and any concerns to the Representatives Committee. The Working Groups will function throughout the year, and the Arrangements Committee serves a coordinating/monitoring function. Working Group Clerks should expect to attend the face-to-face Arrangements Committee meeting.

**Membership:** The members of the Arrangements Committee include:

- Arrangements Committee Clerk
  - Facilities Working Group
    - Facilities Working Group Clerk
    - Operations Coordinators
    - Ombudsman for Persons of Differing Abilities
    - Kitchen Liaison
    - Registrars
    - Bookstore Coordinator
    - Volunteer Coordinator
  - Youth Working Group

- Youth Working Group Clerk
- CYM Coordinators
- JYF Clerks
- JYF Coordinators
- JYF Regional Representatives
- SYF Clerks
- SYF Friendly Adult Presences (FAPs)
- SYF Regional Representatives
- YAF Clerk
- Program Working Group
  - Program Working Group Clerks
  - Youth Working Group Clerks
  - Interest Group/Seminar Coordinator
  - Worship Sharing Group Coordinator
  - Regional Meeting representatives
- Peace & Service Committee Clerk
- IMYM Presiding Clerk
- Representatives Committee Clerk
- Other members, as needed

Responsibilities of the Yearly Meeting Arrangements Committee include:

1. To evaluate the Yearly Meeting annual gathering just past, using the reports of the outgoing members and the attender surveys.
2. To make plans for the upcoming annual gathering, using conference calls, e-mail, or other forms of electronic communication if possible.
3. To attend the annual gathering of the Yearly Meeting. Each member of the Arrangements Committee should make a serious effort to attend the Yearly Meeting annual gathering.
4. To establish working groups and delegate work to them, including, but not limited to, the following:

Facilities Working Group

Youth Working Group

Program Working Group

1. Working groups work throughout the year, as needed, often by phone or by e-mail, keeping the Arrangements Committee Clerk informed (for example, by e-mail courtesy copy) of their ongoing work and correspondence.
  1. Working groups should complete their work in a timely fashion, and send progress reports to the Arrangements Committee Clerk, especially in time for consideration at the Committee's January meeting. Reports may include recommendations for consideration at the next annual session of the Yearly Meeting.
  2. Working groups established by the Arrangements Committee stay active at the annual gathering, making coordination decisions as needed and overseeing the functioning of the gathering in general.

2. To meet face-to-face in January. Only those Coordinators whose work requires it need attend. During this meeting the Junior and Senior Young Friends Clerks and Regional Meeting representatives will meet to plan their programs.

#### Arrangements Committee Clerk's Responsibilities

Among other useful guides, a general description of clerking duties and responsibilities, and over-all work and attitudes begins on page 57 of IMYM's Faith and Practice. In addition, the following expectations pertain to the Arrangements Committee Clerk:

1. To establish target dates for working group and coordinator reports, and communicate these as needed (usually for the January AC Meeting and for June Annual Gathering, if needed).
2. To post all requested reports and minutes from Arrangements Committee meetings on the imym.org site
3. To keep task coordinators on track during the year and during Annual Gathering. To oversee and help resolve AC issues that may come up during Annual Gathering, with the help of the Presiding Clerk and RC Clerk, if needed.
4. To report a summary of the Committee's activities and concerns to the meetings of the Representatives Committee both in Feb/Mar and in June. The June report would become part of the Documents in Advance.
5. To serve on the Clerk's Advisory Committee, and assist the Presiding Clerk, as needed, on site during the annual gathering.
6. The Clerk serves a 3-year term beginning at the rise of the annual session.

Financial Arrangements: Upon request of the members of the committee, the Treasurer will reimburse their expenses for travel to the January meeting of the Arrangements Committee. In the rare circumstance that the Arrangements Committee Clerk and Representative Committee Clerk agree on the need for a member of a working group to attend the Representatives Committee meeting, the Treasurer may issue reimbursement for travel expense.

Regional Meetings or Monthly Meetings should reimburse the expenses of their Junior and/or Senior Young Friends representatives to Arrangements Committee for the cost of their travel to the winter meetings.

The Treasurer may issue reimbursement for incidental operating expenditures such as stationery, software, and communications. The Clerk should consult the Treasurer before incurring unusual expenses.

#### **Recording Clerk of Arrangements Committee**

The Recording Clerk of Arrangements Committee is responsible for preparing and distributing a full and correct record of Arrangements Committee proceedings, working under the oversight of the Clerk of the Arrangements Committee.

**Appointment:** The Recording Clerk of Arrangements Committee is appointed for a three year term beginning at the rise of an annual session.

## **Responsibilities of the Recording Clerk include:**

1. Assisting the Clerk of Arrangements Committee in conducting business sessions and, with the Clerk, keeping accurate minutes of all proceedings, including accepted reports. Minutes prepared after gathering the sense of the meeting shall be read immediately, and if approved, so recorded.
2. Having at hand minutes of previous meetings of both Arrangements Committee and the Yearly Meeting.
3. Assisting the Clerk in attending to the interim business of Arrangements Committee.
4. Collecting and assembling the record of each Arrangements Committee meeting (proceedings, reports, etc.) and reviewing this record with the Clerk.
5. Finalizing the record of a meeting as soon as possible and submitting to the Clerk for posting on imym.org. A message (usually e-mail) should be sent to all members of the Arrangements Committee informing them that the full record is available on the web. It is expected that individuals will be able to download and print the record as needed.
6. Maintaining a file of pertinent records for the guidance of succeeding recording clerks.

**Financial Arrangements:** The Yearly Meeting pays upon request the travel expenses to the winter Arrangements Committee meeting. Incidental operating expenditures for clerical supplies, communications, etc., may be submitted to the Treasurer for reimbursement. The Treasurer should be consulted before incurring unusual expenses.

## **Delegates Committee - dead links**

Delegates Committee is for the delegates to other Friends organizations and includes its Clerk and delegates appointed by the Yearly Meeting to such groups as AFSC, FCNL, FGC, FWCC, Quaker Earthcare Witness, Western Friend, and Friends Peace Teams.

## **Facilities Working Group - dead links**

Facilities Working Group has the responsibility for the general physical oversight and planning of the Yearly Meeting annual session and includes its Clerk, Operations Coordinators, Ombudsman for Persons of Differing Abilities, Liaison for Facilities, Registrars, Bookstore Coordinator, and Volunteer Coordinator.

## **Officers - dead links**

The officers are the Clerks of Yearly Meeting and Representatives Committee, Recording Clerk of Yearly Meeting, Registrar, Treasurer, and Clerk of Finance Committee.

## **Other Appointments - dead links**

Historian-Archivist, Host for Heberto Sein Memorial Visitor, Web Clerk, and Communications Assistant.

## **Other Committees - dead links**

Finance Committee, Nominating Committee, Committee on Ministry and Counsel, Watching Committee, Committee on Faith and Practice, Procedures Committee, Committee for Sufferings, Peace and Service Committee, and Clerk's Advisory Committee.

## **Program Working Group - dead links**

Program Working Group has responsibility for programming both the adults and the youth activities during the annual gathering and includes its Clerk, Interest Group/Seminar Coordinator, and Worship Sharing Group Coordinator.

## **Representatives Committee**

(10/28/2020)

**Purpose:** IMYM has entrusted its standing Representatives Committee with the general care of the business of the yearly meeting between the annual sessions. While it is preferable for decisions to wait until the Meetings for Business of the Annual Gathering when possible, Representatives Committee has the authority to make decisions (including approving minutes and making financial decisions) between annual gatherings. If Friends need the Representatives Committee to make a decision between IMYM sessions, the decision on that issue must align with established Yearly Meeting policies as expressed in IMYM minutes, procedures described in the position descriptions in Guide to Procedures, and the IMYM Faith and Practice. Representatives Committee has both deliberative and executive functions when it meets, serving as the primary body to:

- Discern and season issues to send to the yearly meeting business sessions,
- Propose the IMYM budget that is prepared by the Finance Committee and Treasurer,
- Communicate IMYM business with local Meetings.
- Solicit and receive input from the constituent Meetings on IMYM issues. Representatives Committee has the primary responsibility to improve communication between Yearly Meeting and local Meetings, with emphasis on how IMYM can better serve the local meetings

- Make interim financial decisions when necessary, in consultation with the Treasurer, IMYM Clerk(s), and Finance Committee, as referenced in the description of the Treasurer's position:

“The Treasurer is inherently authorized to make expenditures up to the budgeted amounts for each line item or account. Upon joint approval by the Treasurer, Finance Committee Clerk, and Clerk of the Yearly Meeting, up to \$7,500 beyond the budget can be spent. Expenditures beyond \$7,500 above the budget will require approval by Representatives Committee.”

**Representatives Committee Minute #4-20180203.**

**Membership:** The Committee will contain a Clerk, a Recording Clerk, one Representative from each local Meeting (Monthly Meeting, Preparative Meeting, or Worship Group), and specified clerks of IMYM committees and others, including but not limited to:

- Representatives Committee Clerk
- Representatives Committee Recording Clerk
- Yearly Meeting Presiding Clerk
- Arrangements Committee Clerk
- Nominating Committee Clerk
- Ministry and Counsel Committee Clerk
- Procedures Committee Clerk
- Finance Committee Clerk
- Treasurer
- Web Clerk
- Delegates Committee Clerk
- Peace and Service Committee Clerk
- A Friendly Adult Presence from Senior Young Friends
- A representative from each Regional Meeting, at their discretion
- A representative from Senior Young Friends, at their discretion

All of these clerks are appointed by Nominating Committee according to the usual procedures of IMYM, and approved by the yearly meeting, except for the Web Clerk (who is appointed and overseen by Representatives Committee), the representatives appointed by Regional Meetings, and SYF's representative and FAPs who are appointed by Senior Young Friends.

Representatives will follow Friends customary practice of group discernment. They should not serve as instructed delegates but should bring local concerns forward. To help insure a full and fair voicing of the variety of viewpoints within IMYM, we strongly recommend that those listed above not also serve as local Meeting representatives.

**The Representatives Committee will:**

1. Hold two face-to-face meetings, once in late winter or spring, at a place determined by its clerk, and again immediately preceding the yearly meeting sessions at the annual gathering site. Representatives Committee may also meet by e-mail, phone, video conference, or face to face (if needed), to make interim decisions.
2. Consider what concerns coming from Regional Meetings, Monthly Meetings and Worship Groups, from committees, or from individuals should go to Yearly Meeting business sessions. Representatives also discern and season selected concerns and clarify proposed actions prior to making their recommendations to the floor of the Yearly Meeting business sessions.
3. Receive and review financial reports from the Finance Committee and to recommend a budget to the annual meeting for business.
4. Consider problems brought to Representatives Committee, and to resolve the problems, refer them for further seasoning (by appropriate clerks, committees or working groups), approve minutes, or make recommendations to the annual yearly meeting sessions.
5. Receive and act on reports from any appointed task groups and the following committees: Finance Committee, Arrangements Committee, Peace and Service Committee, Delegates Committee, Procedures Committee, the Historian/Archivist, and such other committees and task groups as the Representatives Committee may establish.
6. Appoint and oversee the work of the Web Clerk and the Communications Assistant.
7. Receive reports from the clerks of the Arrangements Committee and its various Working Groups, on plans for the forthcoming Annual Gathering. The report to the mid-year Representatives Committee meeting should broadly describe the program and activities for the Annual Gathering as planned at the winter Arrangements Committee meeting.
8. Resolve any issues or concerns that the Arrangements Committee needs assistance with. Representatives Committee approves the overall plans for the Annual Gathering, but the responsibility for detailed planning falls to the Arrangements Committee.
9. Call special Yearly Meeting sessions, if needed.
10. Plan for the long-range needs and welfare of the yearly meeting.

Nominating Committee, Ministry and Counsel, the Committee for Sufferings, the Faith and Practice Committee, and the Watching Committee continue to report directly to yearly meeting business sessions but are encouraged to bring concerns to Representatives Committee as needed.

The Arrangements Committee Clerk will send general information to the Representatives Committee Clerk as plans develop for the annual gathering but will send specific information to the Registrar (for use in the registration packet).

### **Representative Committee Members will:**

1. Attend both face-to-face Representatives Committee meetings (winter/spring and preceding the annual sessions) in order to help in the Committee's work of searching, seasoning, and discerning the sense of the Meeting.
2. Represent the opinions and concerns of the people in their local Meetings to the full Representatives Committee.



3. Report their Meeting's responses to the Fall Queries to the IMYM Presiding Clerk and to the Representatives Committee Clerk.
4. As their terms end, report the contact information for their local Meeting's next Representatives to the IMYM Presiding Clerk and to the Representatives Committee Clerk.
5. Report accurate contact information to the Communications Assistant as changes occur.
6. Convey communication from the Yearly Meeting and from Representatives Committee to the local Meetings they represent.
7. Maintain their local Meeting's file of Representatives Committee and IMYM minutes, the IMYM Guide to Procedures, and other records relevant to service as a Representative.
8. Encourage local Friends to attend the annual gathering and prepare them for participation in the IMYM sessions and program by explaining the registration process, the host facility accommodations, opportunities, rules, and limitations, and the expected business agenda.

Task Groups: Representatives Committee should appoint task groups as need arises, charging them to deal with key issues and significant items of concern to Intermountain Yearly Meeting, and to report back to the Committee. Task groups may include members of Representatives Committee and other Friends from Intermountain Yearly Meeting. E-mail and conference/video call Task Group meetings are encouraged.

Financial Arrangements: Travel expenses of representative members to the winter/spring meeting are the responsibility of the appointing Regional or local Meeting. Upon request, the Yearly Meeting Treasurer will reimburse the approved expense of travel to the winter Representatives Committee meeting for any Friends appointed to Representatives Committee.

Incidental operating expenditures for clerical supplies, communications, etc., may be submitted to the Treasurer for reimbursement. The Treasurer should be consulted before incurring unusual expenses.

## **Who makes appointments for the yearly meeting service**

All terms are renewable unless otherwise noted.

### Monthly Meetings

Monthly Meetings appoint the following: (Worship Groups and Preparative Meetings, as they feel able, may make the same appointments as do Monthly Meetings.) (See Note 1.)

1. Member and alternate to Representatives Committee for two-year overlapping terms.
2. Member to Nominating Committee for three-year term.
3. Up to two members to the Committee on Faith and Practice for three-year term.
4. Up to two liaisons to the American Friends Service Committee.

## Regional Meetings

### **Regional Meetings appoint the following:**

1. Member to Finance Committee for three-year term.
2. Two members to Committee on Ministry and Counsel for three-year terms.
3. Member to the Watching Committee for one-year term.
4. Member to Program Working Group for how long?.
5. Member to the Committee on Procedures for three-year term.

### Regional Meetings nominate the following for Yearly Meeting Appointment:

AFSC, FCNL, and FWCC have allocated positions for representatives from the Yearly Meeting, which in turn has identified those positions as coming from the Regional Meetings. The Regional Meetings recommend these representatives to the Yearly Meeting for appointment by submitting nominations to the clerk of the Nominating Committee.

**AFSC**—AFSC Representative for three-year term which begins in October before the November meeting of the AFSC Corporation in Philadelphia and expires in October three years later. This person represents the Yearly Meeting as a member of the AFSC Corporation, which selects the AFSC Board.

**FCNL**—One or two FCNL Representatives. (As determined by FCNL, CRM and NMRM have two representatives while AHYM and UFF each have one representative.) The three-year term begins in November with attendance at the General Meeting of the Committee in Washington, DC, and ends in November three years later. Members may serve on one or more FCNL committees at the national level.

**FWCC**—FWCC Representative for three-year term beginning in January and expiring after three years with attendance at the annual FWCC Section of the Americas meeting in March following the end of three years. Members serve on one or more FWCC committees at the national level.

## Yearly Meeting

The Yearly Meeting appoints the following: Except as noted, the Nominating Committee recommends the following appointments for approval by the Yearly Meeting at its annual session. Terms begin with the rise of yearly meeting and include three annual sessions, except as noted. Current practice for many positions is to appoint one person each year to a three-year pattern of shared or teamed service.

## Officers (See Note 2.)

1. Clerk of the Yearly Meeting
2. Recording Clerk of the Yearly Meeting
3. Clerk of the Representatives Committee
4. Registrar
5. Treasurer (renewable once)
6. Clerk of Finance Committee

## Young Friends Programs (Current practice is terms for less than three years.)

1. Adult Coordinator for Senior Young Friends Program (Friendly Adult Presence or FAP)
2. Adult Coordinator for Junior Young Friends Program
3. Coordinators of Children's Yearly Meeting

## Senior Young Friends

Nominations are submitted by Senior Young Friends to the clerk of the Nominating Committee for Yearly Meeting approval. A person may hold more than one appointment.

1. Senior Young Friends Clerk (term to coincide with FAPs)
2. Regional Representatives to Representatives Committee, one from each region.
3. One member each to Representatives, Finance, Watching Committees and Program Working Group for one-year terms.
4. Two members to Committee on Ministry and Counsel for one-year terms.

## Junior Young Friends

Nominations are submitted by Junior Young Friends to the clerk of the Nominating Committee for Yearly Meeting approval. A person may hold more than one appointment.

1. Junior Young Friends Clerk
2. Regional Representatives to Arrangements Committee, one from each region.
3. Two members to Committee on Ministry and Counsel for one-year terms.

## Other Appointments

1. Coordinator of Interest Groups and Seminars
2. Coordinator of Worship Sharing Groups
3. Coordinator of Operations
4. Liaison for Facilities
5. Bookstore Coordinator
6. Historian-Archivist (six-year term)
7. Advocate for Persons of Differing Abilities and Kitchen Liaison
8. Host for Heberto Sein Memorial Visitor
9. Three representatives to the Corporation Board for the Friends Bulletin. (Term begins with the fall meeting of the Corporation Board.)
10. Representative to Friends Peace Teams Board
11. Volunteer Coordinator
12. Web Clerk
13. Communications Assistant
14. Recording Clerk for Representatives Committee
15. Two or three representatives to the Central Committee of FGC – (Three-year terms begin just before the fall CC meeting and end after the fourth meeting.)

#### Committee and Working Group Clerks

1. Clerk of Arrangements Committee
2. Clerk of Committee on Ministry and Counsel (Current practice is to nominate from among the members of the committee.)
3. Clerk of Watching Committee
4. Clerk of Nominating Committee
5. Clerk of Committee on Procedures
6. Clerk of Peace and Service Committee
7. Clerk of Facilities Working Group
8. Clerk of Youth Working Group
9. Clerk of Program Working Group
10. Clerk of Sufferings Committee
11. Clerk of Delegates Committee

#### Other Committee Clerks and Convenors

1. Clerk to Committee on Faith and Practice is nominated for Yearly Meeting approval by the Committee.
2. Committee on FCNL appoints its own convenor.
3. Committee on FWCC appoints its own convenor.
4. Committee on AFSC appoints its own convenor.

## Notes and Concerns:

1. Do Worship Groups understand that they may make the same appointments as Monthly Meetings? Is this understood by the Nominating Committee?
2. The 1998 Guide lists positions 1-5 as officers. Clerk of Finance Committee has frequently functioned as a financial officer. Recording Clerks generally have an assisting role rather than responsibility for administrative decision-making and thus may not be considered an officer. This may be a topic for consideration. (This needs to be revised)

## Who Pays IMYM Travel?

(Draft — 03/16/16)

Yearly Meeting Officers and Representatives to Other Organizations: IMYM pays the expenses of its officers to meetings of the Arrangements and Representatives Committee meetings, and for its representatives who travel to meetings of other organizations such as FWCC, AFSC, FCNL, Friends General Conference, and Friends Peace Team. Travel expenses to meetings of IMYM committees are the responsibility of the Regional Meeting, Monthly Meeting, Preparative Meeting, or Worship Group making the appointment, except where IMYM makes other arrangements

**Regional Representatives to Senior and Senior Young Friends:** Regional Representatives of Young Friends to Arrangements Committee are expected to travel to Arrangements Committee meetings at the expense of their regional or monthly meetings, in order to assist with planning Young Friends activities for Yearly Meeting sessions.

Senior and Junior Young Friends Clerks and Adult Coordinators: The Yearly Meeting is financially responsible for the expenses of attending Arrangements Committee and Yearly Meeting sessions.

Advocate for Persons of Differing Abilities and Kitchen Liaison: Yearly Meeting will cover the Advocate's expenses at the Arrangements Committee meeting. (IMYM 96-4)

Special Note on Travel for Committee on FWCC: Members of the Committee on FWCC begin a three-year term in January and are expected to attend the annual FWCC Section of Americas meeting in March of each [order propecia](#) year of their appointment, and attend the following meeting, i.e., three months after the end of three years. The reason for this arrangement is to promote continuity of representation within each Region. With four representatives, this means that for three years in a row, five people (four members and one recently retired member) would be attending the Section of Americas meeting, and in the fourth year, six people (four members and two retired members) would attend. The consequence is that the Yearly Meeting is responsible for the travel expenses of 5.25 travelers per year.

Waiver of Annual Gathering Expenses :Payment of the cost of attending meetings for those serving the Yearly Meeting was formally addressed in 2011 by the following minute:

IMYM 2011.17 Some positions serving the Annual Gathering require a full-time or nearly full-time commitment during the session, but other positions, while vitally important, do not require such a commitment. The Continuing Committee should designate a limited number of positions which would be eligible to request financial assistance for their costs to attend the Annual Gathering directly from the Yearly Meeting. All others serving the Annual Gathering would follow the established procedure for requesting financial assistance first from their home meeting.

### **Youth Working Group**

Youth Working Group will plan and implement programs for youth attending the annual gathering and includes its Clerk, Coordinator/s of Children's Yearly Meeting, Clerk/s of Junior Young Friends, Coordinator/s for Junior Young Friends, Clerk/s of Senior Young Friends, Friendly Adult Presences (FAPs) for Senior Young Friends, and Young Adult Friends.