

**Anti-Racism Working Group Job Description  
for  
North Carolina Fellowship of Friends**

Title: Member

Time Commitment:

- Members attend three evening meetings in the Spring and Fall
- Meetings typically last one and one half hours
- Meetings currently occur on Zoom

Working Group Description:

- Through regular discussions, readings, and sharing, we seek to educate ourselves about the impact of racism in our lives with the goal of transforming our Meetings and our larger communities so we can live out Friends' testimony of equality in a racist world

**North Carolina Council of Churches Board Representative  
Job Description for  
North Carolina Fellowship of Friends**

**Title:** Representative.

- Person needs to be nominated and approved by the Fellowship.
- Person should be familiar with the mission of NCCC.

**Time Commitment:**

- Expectation is that the representative will attend the quarterly meeting (which is sometimes in person, sometimes on-line).
- In-person meetings are anywhere in NC, but generally are held in the Triad or Triangle areas.
- In-person meetings last 3-4 hours including lunch. (Each representative makes a donation to cover the lunch expenses.) On-line meetings tend to be shorter.
- A two day retreat is held every 18 months (participation is expected).

**Core Responsibilities:**

- Each representative serves on a committee. (Former NCCC representative served on the Resources Committee and the Peace Committee.)
- Each representative is asked to make a personal donation (of any amount) so that the board is 100% financially independent.
- Once per year the representative shares an update on NCCC's activities to NCFE.
- Representative ensures that the NCFE budget directs resources to NCCC.
- Representative promotes the work and mission of NCCC within NCFE.

**Friends Committee on National Legislation Representative  
Job Description for  
North Carolina Fellowship of Friends**

**Title:** Friends Committee on National Legislation Representative

**Time Commitment:**

- 5-6 days per year

**Core Responsibilities:**

- Serve as NCFE representative to FCNL
- Represent NCFE at FCNL Annual Gathering
- Participate in lobbying events sponsored by FCNL
- Serve on FCNL General Committee, if designated
- Provide information from NCFE to determine FCNL priorities
- Attend trainings provided by FCNL
- Provide report of FCNL activities to FCNL

**Interpersonal Skills Needed:**

- Effective communicator
- Acceptance of diversity and inclusion
- Organization skills
- Ability to work cooperatively with others

**Technology Skills Needed:**

- Email
- Zoom
- Word Processing
- Social Media

**Friends World Committee for Consultation Section of the Americas  
Job Description for  
North Carolina Fellowship of Friends**

**Title:** Representative

- Representatives serve as liaisons between the Friends World Committee for Consultation Section of the Americas and their yearly meetings and the wider Quaker world  
Representatives participate in FWCC decision-making at Section Meetings, and populate FWCC's committees

**Time Commitment:**

- Attend Section Meeting, may be annual or biennial
- Attend local or regional gatherings and other events where feasible
- Participate in work of committees as described in relevant job descriptions
- Communicate by phone and e-mail with Section staff and neighboring representatives (via Regional Coordinator)
- Serve for a three year term commencing on January 1 and may be reappointed for terms not to exceed a total of nine consecutive years

**Core Responsibilities:**

- Organize a World Quaker Day observance at home church or meeting on the first Sunday in October
- Keep informed about Friends World Committee programs and events, and intercultural/inter-branch Friends initiatives in general
- Promote the work of FWCC in home meeting communities: raise awareness of FWCC programs, encourage attendance at FWCC events and funding for FWCC
- Help yearly meetings communicate information to FWCC, e.g. yearly statistical updates and changes in representative appointments
- Assist with coordinating FWCC gatherings and intervisitation in their local area
- Complete skills and interests survey, to be considered for service on FWCC committees
- Serve on a Section or International committee
- Participate in business sessions at the Section Meeting

**Interpersonal Skills Needed:**

- Commitment to working in a bilingual English/Spanish environment
- Sensitivity to cultural and theological differences
- Friends who can be an informed and positive force for FWCC's work in their Quaker communities

## **Qualifications for Membership:**

### **Article II: MEMBERSHIP**

#### **Section 1. Composition**

The membership of the Section shall be composed of Representatives appointed by (A) member Yearly Meetings in North, Central, and South America and the Caribbean nations, (B) the General Meeting in Mexico and any similar groups, and (C) members of any of the aforesaid groups who may be designated by the Executive Committee as hereinafter provided.

#### **Section 2. Affiliation**

The Section accepts as affiliates Yearly Meetings and other groups of Friends meetings that accept the Aims and Purposes in the FWCC Constitution. Applications for affiliation from such bodies of Friends should be presented to the Executive Committee for its review and for consultation prior to action by the Section Meeting.

#### **Section 3. Representatives: Functions and Appointments**

Representatives conduct the business of the Section at Section Meetings and called meetings of the Section and serve on its committees. Representatives to the Section shall be appointed on the following basis:

(A) Affiliated Yearly Meetings having a membership of up to 1,000 persons may appoint four Representatives. For each additional 2,500 or a fraction thereof, Yearly Meetings may appoint one additional Representative.

(B) Affiliated groups of Meetings not affiliated with a Yearly Meeting may appoint one Representative for each 250 members, or a fraction thereof, up to 1,000 members, after which they may appoint one additional Representative for each additional 2,500 members or fraction thereof.

## **Outreach Working Group Job Description for North Carolina Fellowship of Friends**

### **Description of the Working Group:**

The NC Fellowship of Friends Outreach Working Group has been given the privilege of deciding how NCFF uses the funds apportioned to us every year from the NC Yearly Meeting, Inc. Trust Funds income from investments. In the past five years that distribution has amounted to \$10,000-\$15,000 per year.

The funds received by the Outreach Working Group (OWG) are comprised specifically of income from investments of donations made over the years to NC Yearly Meeting for the purpose of “missions.” NCFF’s Outreach Working group has redefined “missions” as “outreach” to reflect both the changes in our current understanding of “charitable giving” to people and projects beyond our community (\*see below “Mission Statement”), as well as the commonalities and differences between NCFF’s understanding of those purposes and the understanding of North Carolina Yearly Meeting prior to the Yearly Meeting’s division in 2017.

With this compelling responsibility in our minds and hearts, the volunteers who serve the NCFF Outreach Working Group gather two or 3 times per year to decide how to distribute the funds. We appreciate the capability of technology and the facilitators that allow us to make important decisions in hybrid meetings (using ZOOM and the hospitality of Jamestown Friends Meeting), emails, text messages, and phone calls. Annually (and sometimes more often) we receive reports from the organizations to whom we send financial support. Where/when possible those reports are given in person so we have the opportunity to ask questions and receive real time feedback.

The Outreach Working Group reminds the NCFF that we are a *working group*, therefore formal committee appointments are not necessary for participating in our deliberations. We invite your prayerful participation with us.

\*Following is the Mission Statement drafted by the OWG on Oct 15, and approved on Oct 24, 2022:

*“The mission of the North Carolina Fellowship of Friends Outreach Working Group is to witness to the love of Christ by empowering the work of God where we see it around the world. We will generously enter into global partnerships with cultural humility as we share the resources we receive that have been given to support ‘missions.’ We will strive to do this in a Spirit that models Quaker testimonies and follows new revelations of Truth.”*

**Title:** Convener of the Outreach Working Group

**Time Commitment:**

- Amount of time spent per week /month: 12-15 hours 2 or 3 times per year. It is helpful if the convener, or a designated member of the OWG, attend NCFE meetings for business and fellowship, for reporting to NCFE and back to the OWG

**Core Responsibilities:**

- Develops an agenda and communicates it prior to meetings
- Oversees distribution of funds by communicating with NCYM, Inc. Administrator
- Coordinates hybrid meeting dates, times, and places two or 3 times/year; reports from funds recipients both written and/or in person
- Conducts meetings
- Maintains minutes and other records of decisions and fund distributions, in collaboration with NCYM, Inc. Administrator
- Prepares reports to NCFE meetings for business
- Promotes understanding of a new approach to “missions” as “outreach”; understanding of the work being carried out with the financial support we are providing
- Manages communication to OWG members and NCFE
- Organizes meetings, minutes

**Interpersonal Skills Needed:**

- Active Listening - to group members and recipient organizations
- Consensus Building
- Presentations ( minimal) to NCFE meetings for business

**Technology Skills Needed:**

- Word processing in email and report contexts
- Excel / Spreadsheets to assist in informed decisions for fund distribution (other ways of keeping track of historical and current allocations can certainly be used)
- Understanding of the technology of online group meetings enough to adequately communicate with skilled technology facilitators, and to participate comfortably in virtual group meetings

## **Friends Committee on North Carolina Legislation Representative Job Description for North Carolina Fellowship of Friends**

**Title:** Representative

### **Time Commitment:**

- If a representative does not serve on a committee, the time commitment is actually small and involves only getting announcements and invitations to events sent out to their membership and devoting a full day or half day to the Annual Meeting. Prior to Covid, these meetings were usually held at New Garden Friends Meeting as it is more or less centrally located. For the last two years the Annual Meeting has been held via Zoom. The intention is to return to an in-person gathering in 2023.
- If a representative serves on a standing committee the time commitment is greater. Committees usually meet once a month, twice a month if a particular project is underway. These meetings are held via Zoom.
- Travel: There has generally been little travel since most meetings have been held via Zoom.

### **Core Responsibilities:**

- A Representative to Friends Committee on North Carolina Legislation (FCNCL) is a member of the FCNCL General Committee and responsibilities involve activities in two areas:
  - Role of communicator - Receive email announcements and legislative alerts from FCNCL and share this information with the organization which they represent. General Committee members attend the Annual Meeting of FCNCL and participate in decision making such as naming of officers and standing committee members, approval of by-laws, etc.
  - Service on one of the standing committees or working groups is strongly recommended, but is not required. Examples of committees include the Nominating Committee and the Communication Committee.

FCNCL's web site has a lot of additional information. It is [www.fcncf.org](http://www.fcncf.org).



## **American Friends Service Committee Representative Job Description for North Carolina Fellowship of Friends**

**Title:** Corporate Yearly Meeting Representative

- The American Friends Service Committee (AFSC) promotes a world free of violence, inequality, and oppression.
- The Corporation is AFSC's grounding in Quaker spirituality and action, and provides input into AFSC's overall direction and appoints the Board of Directors.

**Time Commitment:**

- The Corporation meets for its Annual Meeting in mid-April from Friday-Sunday. (Prior to the pandemic, the Meeting was held in-person at Friends Center in Philadelphia. Since 2020, the Corporation Meeting has been held online by Zoom.)
- Attend pre-Meeting calls in preparation for the Annual Meeting.
- Attend follow-up called meetings, as necessary.

**Core Responsibilities:**

As a Corporation representative to AFSC from NCFE, these are the qualifications for service:

- Membership in the Religious Society of Friends or understanding and commitment to Friends values and testimonies.
- Ability to attend AFSC committee meetings regularly. (AFSC will cover the costs up front or offer reimbursement.)
- Knowledge, understanding or experience with AFSC programs and philosophy.
- Understanding and commitment to a Spirit-led method of conducting business.
- Commitment to support and participate in AFSC fundraising.

## **Recording Clerk Job Description for North Carolina Fellowship of Friends**

**Title:** Recording Clerk

- This is a position for which one is nominated and then approved.

**Time Commitment:**

- Prior to a meeting of NCFF there are a few hours involved in gathering documents, and preparing them for submission to the webmaster and then submitting them for posting.
- Following the meeting there are another few hours needed to write the minutes, get approval from the Clerk and prepare them and any other documents from the meeting for submission to the webmaster.
- There is some communication with the Clerk needed prior to and after the meetings.
- When meetings are held out of town, the Recording Clerk must take the time to travel there, unless they can participate in a Zoom option.

**Core Responsibilities:**

- Record minutes of full meetings held in March, August and November.
- Record minutes of other meetings called by Clerk.
- Assist Clerk in communicating with membership.
- Create, collect and store documents.
- Submit appropriate documents to webmaster for posting on NCFF website.
- Assist Clerk with projects as requested.
- All other duties as assigned.

**Interpersonal Skills Needed:**

- The Recording Clerk should be organized, a good communicator and a good writer.

**Technology Skills Needed:**

- The Recording Clerk should be comfortable communicating via email and managing documents on a computer.

## **Nominating Committee Job Description for North Carolina Fellowship of Friends**

**Title: Representative**

- 1 Representative from each Monthly Meeting that comprises NCFF sits on the Committee

**Time Commitment:**

- Members of the Nominating Committee are appointed by their respective Monthly Meeting to serve three year terms
- Members of the Committee may serve two consecutive terms
- Committee meets semi-annually and as needed

**Core Responsibilities:**

The Committee nominates persons to fill the following positions:

- Clerk
- Assistant Clerk
- Recording Clerk
- Assistant Recording Clerk
- Treasurer
- Assistant Treasurer
- As needed, the Nominating Committee will assist the Clerk with identifying persons to serve as Clerk of various NCFF Working Groups

**Assistant Treasurer Job Description  
for  
North Carolina Fellowship of Friends**

Title: Assistant Treasurer

Time Commitment:

- This is a position for which one is nominated and then approved for a 1 year term

Core Responsibilities:

- To act and be able to carry out all of the duties of the Treasurer, if the Treasurer is unable to perform tasks
- To cooperate with the Treasurer, Clerk of Finance Committee, Finance and Executive Committees of NCFF
- To help insure smooth and complete receipt disbursement of funds in the manner prescribed by NCFF, in keeping with the duties to Trusts, using proper accounting procedures and keeping records of financial matters of NCFF
- To be a signatory on any bank accounts or financial documents as requested by the Treasurer
- To be available to give advice or offer suggestions concerning financial matters of NCFF

**Faith and Practice Committee Member Job Description  
for  
North Carolina Fellowship of Friends**

**Title:** Member

**Description of Committee:**

- The Faith and Practice Committee is responsible for preparing and presenting a draft of a new Faith and Practice for NCFE. This is an ongoing process, and the exact elements of the work are subject to change as the process continues. Thus far, the committee has held meetings to establish a process to seek input from each of the monthly meetings in NCFE (including in-person travel to each of the meetings). Once these meetings have been completed, the committee will work to produce a coherent overview of what they have heard. The committee expects to use what they've heard already to help them move into another phase of seeking input – this time in the form of written queries to each monthly meeting, to allow time for a discernment and written response. Once those responses are received, it is expected that all the information from both rounds will be used to guide the initial drafting of a document for presentation to NCFE, for discernment and feedback. Likely, additional rounds of revisions and drafting will follow based on reactions to the initial draft document.

**Time Commitment:**

- The committee tends to meet via Zoom, except for the in-person meetings that are being held at each monthly meeting. The schedule of meetings is fairly flexible, depending on the stage of the process and the immediate work that is needed. However, the committee usually does not meet more than two times per month.

**Core Responsibilities:**

- Ability to draft documents.

## **Assistant Clerk Job Description for North Carolina Fellowship of Friends**

**Title:** Assistant Clerk

**Time Commitment:**

- Varies, but currently averages 2 hours per month

**Core Responsibilities:**

- Conduct meetings and preside over gatherings in absence of Clerk
- Serve on Leadership team
- Provide input on matters pertinent to organization
- Gather ideas and information from committees and individuals
- Assist in coordination and organization of events and gatherings
- Maintain contact with wider group of Quakers
- Assist Clerk and others as requested

**Interpersonal Skills Needed:**

- Ability to work cooperatively with others
- Effective communication skills
- Acceptance of diversity and inclusion
- Organization skill
- Presentation skills including the ability to conduct meetings and present information

**Technology Skills Needed:**

- Word Processing
- Power Point
- Zoom
- Email
- Social Media

**Clerk Job Description  
for  
North Carolina Fellowship of Friends**

Title: Clerk

Time Commitment:

- 2 hours per week

Core Responsibilities:

- Facilitating and clerking regular meetings for business and worship in the Fellowship. Entails finding meeting hosts, building the agenda, working with Recording Clerk and Assistant Clerks, helping to find programming, arranging guest speakers, and seeking reports. Currently, Fellowship has three gatherings per year.
- Primary point of contact for the Fellowship with all outside organizations and affiliations; receive mail and e-mails for the Fellowship.
- Primary point of contact for communication within the Fellowship: among all members, between committee/group clerks, between NCFF and Monthly Meetings.
- Receive monthly financial reports from the Financial Manager; work with Treasurer and Finance Committee to ensure members have accurate information about askings and Fellowship finances.
- Point of contact for NCYM, Inc. and present financial report to NCYM Inc. annual meeting once annually.
- Work with Mike Shaw (Webmaster) to keep Fellowship website updated.