

## **Roles and Responsibilities for the Main Elements of the Proposed Structure of Philadelphia Yearly Meeting**

The structure proposed by Long Range Planning Group has four main elements: the Yearly Meeting in session, an Administrative Council and a Quaker Life Council, and a Nominating Committee. A description of these elements follows together with their proposed roles and responsibilities.

- A. The Yearly Meeting in session** (Annual and Continuing Sessions) will have the following authority and responsibilities:
1. Gathering Friends from all the meetings to worship together that we might strengthen our spiritual foundation
  2. Defining the purpose and priorities of Philadelphia Yearly Meeting
  3. Maintaining *Faith and Practice*
  4. Appointing members of the Administrative Council, the Quaker Life Council, at-large members of the Nominating Committee and representatives to outside groups, PYM's clerks, other officers and elders
  5. Approving the annual operating budget
  6. Approving the sale or purchase of real estate
  7. Endorsing minutes for Friends traveling in the ministry
  8. Appointing the General Secretary
  9. Providing for widespread consultation and discussion on matters of major import to the Yearly Meeting or to the Religious Society of Friends
  10. Reclaiming or reassigning any authority or responsibility assigned to the Administrative Council, the Quaker Life Council or Nominating Committee or revising the governance structure of Philadelphia Yearly Meeting
- B. The Administrative Council** will consist of not more than fifteen appointed members. The General Secretary, Clerk and Treasurer of PYM participate with the Administrative Council in an ex-officio capacity. It will have the following authority and responsibilities:
1. Full authority and responsibility for managing the affairs of Philadelphia Yearly Meeting except for the authority and responsibility assigned to the Quaker Life Council or reserved to Yearly Meeting in session. Its authority and responsibility shall include, but not be limited to: property, finance, budget preparation, investments, development, grant-making, personnel and periodic strategic planning
  2. Appointing and laying down its own committees as needed, assigning responsibilities, and appointing committee members who need not be members of the Administrative Council but are asked to do related work
  3. Holding committees and other structures under its care accountable to their charge

4. Collaborating with Quaker Life Council on matters of budget, planning and communications for improved connections between Friends
5. Providing oversight and support for the General Secretary
6. Performing annual evaluation of the General Secretary (to include input from the Clerks of the two councils and the Clerk of the Yearly Meeting)
7. Hiring and terminating the General Secretary
8. Collaborating with the Nominating Committee on the appointment of a General Secretary search committee
9. Providing advice and support, when requested, to the General Secretary and Clerk of PYM when they speak on behalf of the Yearly Meeting
10. Attending and reporting to Yearly Meeting in session at least once per year

C. **The Quaker Life Council** will consist of not more than fifteen appointed members. The General Secretary, Clerk and Treasurer of PYM participate with the Quaker Life Council in an ex-officio capacity. It will have the following authority and responsibilities:

1. Assisting the Yearly Meeting in determining its purpose and priorities
2. Overseeing the programs and activities that support a vital Friends community of Philadelphia Yearly Meeting and ensuring that they are aligned with the purpose, priorities and strategic directions of the Yearly Meeting. The programs and activities include, but are not limited to, nurturing the life of monthly and quarterly meetings and providing advice and assistance as requested, planning for annual and continuing sessions, and printing and distributing literature in the name of the Yearly Meeting
3. Partnering with other organizations on matters of common concern
4. Appointing and laying down its own committees as needed, assigning responsibilities, and appointing committee members who need not be members of the Quaker Life Council but are asked to do relevant work
5. Holding committees and other structures under its care accountable to their charge
6. Collaborating with the Administrative Council on matters of budget, planning and communications for improved connections between Friends
7. Attending and reporting to Yearly Meeting in session at least once per year

D. **Nominating Committee** shall have approximately 20 members.

1. Each of the 13 quarterly meetings shall appoint one member
2. An additional 7 at-large members shall be appointed by the Yearly Meeting in session after nominations from a naming committee appointed by the Administrative Council

3. In the event one or more quarterly meetings does not appoint its allotted member, a commensurate number of additional at-large members will be appointed by the Yearly Meeting as described in item 2 above
4. Nominating Committee will nominate to Yearly Meeting in session the following positions:
  - a. Clerk of PYM, Alternate Clerks, Recording Clerks, Treasurer, Assistant Treasurer and Elders
  - b. Clerks and members of Administrative Council and Quaker Life Council
  - c. Representatives to outside groups, such as AFSC, FCNL, FGC and interfaith councils
  - d. members of ad-hoc committees at the request of the Yearly Meeting in session or the Councils

**Staff:** The General Secretary shall be the chief administrator, providing oversight of all staff and contracted services. The roles and responsibilities of staff are determined by the General Secretary.

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