Boulder Friends Meeting
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Three Clerk Description

Clerk (officer)

The clerk needs to have a spiritual capacity for discernment and sensitivity to the meeting.

Remember that while you, as clerk, are the servant of the meeting, you do, by your very attitude .set the pattern of worshipful listening which should characterize our meetings for church affairs. The meeting is likely to repose great trust in you, and you bear an important responsibility in enabling the meeting to listen and wait for God's guidance in its deliberations.

Remember that your main task is to discern the Meeting's united mind and that it may be much harder to do this if you try at the same time to be a participant in the discussion. Be chary, therefore, of making known your own views. You may find that this very discipline of detachment leads to a deeper relationship with the other members of the meeting.

Britain Yearly Meeting Quaker Faith & Practice

Duties

1. Facilitates the monthly Meeting for Worship for Business.

· Sets the agenda, calls for reports from officers and committees, recognizes individuals who wish to speak, and maintains the good order of the meeting, making sure that it is conducted in the manner of Friends. When all aspects of an issue have been thoroughly considered, the Clerk will articulate the "sense of the Meeting," modifying this statement to seek approval by those present. If agreement is not reached, the Clerk will summarize the discussion and identify next steps in the process.

· Reviews the Recording Clerk's minutes of the business meeting, editing as necessary. Sends the minutes to the Miscellany editor by the Thursday after business meeting.

· Follows through to ensure that decisions of the Meeting are implemented.

2. Maintains awareness of the material and spiritual status of the Meeting.

· Convenes a monthly meeting of committee conveners to keep the clerk and conveners posted on what is happening in the different committees, to coordinate the calendar of activities, to identify items for the next business meeting agenda, and to discuss any major issues.

· Consults with appropriate committees when issues or concerns arise. Responds to individual Friends' concerns on any matter, possibly referring their concern

· to a committee or to Meeting for Worship for Business.

3. Is the focal point for information within the Meeting.

· Knows the sphere of responsibility of each committee and Meeting official.

· Is aware of the Meeting's policies, procedures, and guidelines.

· Understands, in general, which decisions should be brought to Business Meeting and which can be made by the clerk (without consulting Business Meeting).

· Is aware of the timing of events so that they will be brought up in committees and at business meeting and carried out in a timely manner.

· Contributes information to the Miscellany, Friday Bulletin, and Announcements.

· When needed to rapidly disseminate information, approves the use of the e-mail list.

4. Closing meeting for worship.

· In consultation with Spiritual Life and Membership (SL&M) Committee, finds "Closers" for each Sunday of the month, plus 2 or 3 alternates.

· In consultation with SL&M Committee, determines the closing procedure/content.

· Communicates the closing procedure/content to Closers.

5. Role in Meeting committees.

· Serves as one of three members of the Friends' Emergency Fund Committee (with Associate Clerk and convener of Spiritual Life & Membership Committee).

· Serves on the Miscellany Editorial Committee, the Website Advisory Committee, and the Higher Education Scholarship Fund Committee (or may delegate any of these roles to the Associate Clerk.

6. Administrative and legal.

· Holds keys to the meetinghouse, office, and locked file cabinet in the office.

· Acknowledges requests for membership or marriage under the care of the Meeting and makes sure requesters understand what will happen with their request.

· Writes letters conveying membership, transfer of membership, and welcoming new members.

· Writes traveling minutes (at the direction of business meeting) or letters of introduction requested by Boulder Friends. Endorses minutes presented by traveling Friends.

· Signs legal documents, letters, and other business items for the Meeting.

· Represents the Meeting externally as needed.

· Updates this job description at the end of the term of service.

7. Office management (could delegate to Associate Clerk or another Friend).

· Records the voice mail greeting, including Clerk's (or Associate Clerk's) email address for additional information.

· Checks and distributes mail that comes to the Meeting House and PO Box (or may be handled by the Financial Assistant/Office Manager).

· Receives email via the address clerk@boulderfriendsmeeting.org

· Answers correspondence and email, as needed.

8. Other Friend's meetings, Regional and Yearly Meeting (could delegate to Associate Clerk).

· Maintains awareness of concerns of Colorado Regional Meeting and Intermountain Yearly Meeting and pertinent actions of their respective Business Meetings.

· Is aware of the roles of the various representatives from Boulder Meeting to Regional and Yearly Meeting.

· Is aware of dates of Regional and Yearly Meetings; attends if possible. Asks for a report from someone in attendance if unable to attend.

· Receives copies of minutes of the business meetings of Colorado Regional and IMYM and notes items needing attention within Boulder Meeting.

· Maintains awareness of state of nearby meetings by reading newsletters of Fort Collins and Mountain View Meetings.

Term:

One year, after serving one year as Associate Clerk, as requested by Nominating Committee. Becomes Past Clerk for one year at end of term.

Associate Clerk (Officer)

The service of the Associate Clerk can be of great benefit both to the Clerk and to the Meeting. It is recommended that the Associate Clerk share in the Clerk's duties as much as possible. Consultation will often help the Clerk to come to right judgment while it will help the Associate Clerk to gain experience and confidence.

Britain Yearly Meeting Quaker Faith & Practice

Duties:

1. Acts as Clerk in the absence or incapacity of the Clerk.

2. Assists with the duties of the Clerk as needed, such as checking the Clerk's email box.

3. Role in Meeting committees.

· Serves as one of three members of the Friends' Emergency Fund Committee (with Clerk and convener of Spiritual Life & Membership Committee).

· Serves on the Miscellany Editorial Committee, the Website Advisory Committee, and the Higher Education Scholarship Committee (if so delegated by the Clerk).

4. Good Order handbook

· Tracks required tasks in the handbook and ensures that the responsible committees are aware of upcoming tasks.

· Makes revisions as needed, when advised by Conveners.

5. Annual report

· Notifies committee conveners of March due date for submitting committee and working group annual reports.

· Drafts a report on the State of the Meeting, which reviews the overall experience of the Meeting during the previous year, using the assembled committee and working group reports. Presents the report for approval at the April business meeting and submits the report, once approved, to Colorado Regional Meeting (Spring Gathering in April) and Intermountain Yearly Meeting (June). Ideally, the State of the Meeting report submitted to Colorado Regional and IMYM should not be more than 1-2 pages (shorter is better). The full report is submitted to the archivist for our historical records.

Term: Ideally one year, as requested by Nominating Committee. Normally rises to be Clerk at the end of term as Associate Clerk.

Mentoring Clerk

Duties:

1. May act as Clerk or Associate Clerk, in the absence or incapacity of either or both.

2. May assist with the duties of Clerk or Associate Clerk, as needed.

3. May serve as a “sounding board” or mentor to the Clerk and/or Associate Clerk.

4. Organizes the traditional Past Clerks’ Luncheon to welcome the new Clerk.

Term: Ideally one year, after serving as Clerk, as requested by Nominating Committee.

Three clerk description revised March 2025

Recording Clerk

Duties

Take minutes at Monthly Meetings for Business.

Edit and type up the minutes and send via email as a formatted Word Document to the Clerk (or Associate Clerk). The timing of how this is done is by mutual agreement, but usually within one to two days in order to meet Miscellany deadlines.

The Clerk will do a final edit of the minutes with assistance, if necessary, by conveners of committees presenting during the business meeting. The Clerk then submits the minutes to the Miscellany editor by the Thursday after Meeting for Business.

Assist the Clerk as requested to manage records (for example, researching past decisions of Meeting, have previous Miscellany's at hand, work with other records-related matters in cooperation with the treasurer, etc.) for use during Business Meeting.

Skills required of the Recording Clerk include the ability to listen carefully and to summarize contributions of Friends to business meeting, as well as to type and to proofread.

Tenure: Reviewed annually

August 2012, reviewed March, 2025

Assistant Recording Clerk

Duties

Substitute for recording clerk at Monthly Meeting for Business as necessary and assist her/him in ways that are mutually agreeable.

Help the Clerk of the Meeting with mail and the organization, stocking, etc., of the office, as mutually agreeable.

Tenure: reviewed annually

August 2012, reviewed March, 2025

Treasurer (officer)

The Treasurer manages the Meeting's finances. They are responsible for keeping all financial matters of the Meeting in order and for ensuring that the Meeting is adequately informed of these matters through reports to Business Meeting. The Treasurer collaborates closely with the Associate Treasurer and the members of the Finance Committee. The Treasurer is also an officer of the corporation and is required by law to carry out his or her duties in a manner they reasonably believe to be in the best interests of the nonprofit corporation.

In order to account for monies received and expended, the Treasurer ensures that bookkeeping tasks are accomplished correctly. Bookkeeping involves processing payments and contributions, electronically keeping track of all the income and expense records (using QuickBooks Online and Excel unless a new program is agreed upon). Whether or not the Meeting has a Bookkeeper, the Treasurer is responsible for ensuring the correctness of all transactions entered and reported. In addition, there is increasing need for the Treasurer to maintain login affiliations and administrative credentials allowing access and managing roles for others (Associate Treasurer, Bookkeeper) with entities beyond the bank and investment firm. Examples include Utility companies, payment platforms, Billpay systems, and more. Thus the Treasurer needs to be fully able to use computer tools including QuickBooks Online and Excel, and manage numerous logins/accounts on behalf of Meeting.

The Treasurer:

- Acts as the Meeting's point of contact for financial matters such as banking, investments, insurance, and for federal, state, and local government communications.
- Pays the bills. (A bookkeeper may set up the bills for payment, but the Treasurer releases electronic payments and issues bank checks.) Generally the Treasurer handles all payments that are confidential (e.g., financial assistance) or that require the approval of Business Meeting.
- Collects contributions, rent, interest payments, etc. and makes deposits. (This function may be delegated.)
- Issues monthly payments to Meeting contractors as necessary.
- Prepares and presents quarterly and end-of-fiscal-year financial reports to the Business Meeting.
- Issues annual acknowledgement letters to contributors.
- Files required federal, state, and local government reports, including tax reports.
- Oversees confidential financial assistance awards to assure compliance with legal requirements and Meeting policies.
- Signs contracts on behalf of the Meeting when appropriate (e.g. when the contract is for financial purposes, or for other contracts when the Clerk is not available).
- Collaborates with the Associate Treasurer to prepare a yearly budget to be reviewed by the Finance Committee and presented to the August Business Meeting (to be approved at the September meeting, to take effect at the beginning of the fiscal year, 1 October).
- Thoroughly trains the Associate Treasurer in all the details of the Treasurer's job so that they can take over when the Treasurer's term of office is completed.

Revised September 2025

Associate Treasurer

The Associate Treasurer is in training to serve as Treasurer in the future. The Associate Treasurer generally acts as the Convener of the Finance Committee, and is expected to attend the monthly Conveners Meetings and bring finance issues (other than quarterly and year end financial reports) to Business Meeting. Both Treasurer and Associate Treasurer are expected to attend monthly Business Meetings, but it is essential that one of them does. Additionally, the Associate Treasurer:

- Leads preparation of the Meeting's annual budget
- Leads preparation of annual letters appealing for contributions
- Assists the Treasurer, as needed
- Learns Treasurer responsibilities, QuickBooks, and Excel in preparation for future service as Treasurer
- Fills in for the Treasurer if they are unavailable

Revised September 2025

Archivist/Secretary (officer)

The Archivist/Secretary job is equivalent to the secretary in other organizations. It entails organizing and keeping track of all Meeting records, to save what is important for our history and to make sure that we comply with the legal requirements of being a 501c3. The Archivist/Secretary has to be a member of Meeting and is a nominated position. The Archivist/Secretary must ensure that all of these tasks are done, but need not do all of these tasks themselves. They may recruit other Friends to handle certain responsibilities. The job has the following areas of responsibility:

Membership

- Maintain the membership database. Record any newly approved membership, transfers in or out, or withdrawals to keep the database current and accurate.
- Check the database against the directory when the new directory comes out and update addresses and telephone numbers.
- File letters of request for membership together with the clearness committee report and the membership minute signed by the Clerk (if there is no minute, remind the Clerk).
- Supply membership information as requested; for example annually to Spiritual Life and Membership and Nominating committees.
- Provide annual membership numbers to Treasurer for them to accurately fill out the IMYM census form, send to IMYM with annual dues check before filing in Spiritual Life & Membership drawer in the office.

Record Keeping

- Whenever a new policy of any kind is approved at Meeting for Worship with Concern for Business, a copy of it needs to be filed in the "Policies" file in the Clerk's cabinet and in the drawer of the committee whom the policy affects (if there is such).
- Copies of the monthly Miscellany up until 2023 are stored in The Archives at CU Boulder. Hard copies of the Miscellany and earlier BFM newsletters are in the miscellany collection in the BFM Library. The convener of the Library Committee enters hard copy of the Miscellany every month. Digital copies of the Miscellany since 2009 are on the BFM website and on dedicated hard drives. (see Margaret Wallace).
- Make sure that committee minutes and other records of activities are filed in the office and available for consultation.

BFM History

- Research and/or compile historical information, as requested.
- Work with individuals and committees to update the Meeting history and Friends' stories. Ideally this happens every five to ten years, but that interval has gotten longer due to circumstances (covid, deaths, etc) and difficulty finding a "historian."
- Introduce new clerks and conveners to the files.

Tenure

This is a nominated position since the by-laws specify the secretary as an officer (a member of Meeting). It is essentially a one-person job with indefinite tenure, but a minimum of 3 years. There must be a careful hand-over (training) when the responsibility changes.

Revised 2021, reviewed and revised April 2025

COMMITTEES

Building & Grounds Committee

This committee is responsible for maintaining the Meetinghouse and grounds and for the management of the B&G operating and capital budget. The committee maintains electronic files on each of the building and grounds systems and contact information for contractors and neighbors.

The committee is responsible for building safety systems and response to emergency situations. The committee interacts and maintains relationships with contractors, neighbors, utility providers and building users. The committee also maintains schedules for planned and unplanned maintenance.

Our building was built and systems in the older part of the building substantially rebuilt in 1999. As the building ages, maintenance requirements of the Meetinghouse grow. Maintenance of landscaping, including our aging trees, is also a growing workload.

The committee sponsors a minimum of six workdays per year, two each in the spring, summer, and fall. Participation of Friends and attenders is needed to keep up with the workload and the shared responsibility for the care of our Meetinghouse and grounds.

Capital projects are budgeted and approved by the Meeting. Projects are prioritized considering safety, property protection and aesthetics.

Workdays and Meetings: The committee oversees workdays from April to November/December, the second Saturday of each month. Meetings are currently on the fourth Monday of each month at 6:15 pm via Zoom.

Tenure: The convener is nominated by Nominating Committee for a two-year term, renewable twice. Other members are volunteers. The committee is free to internally establish co-conveners, as has been the case in recent years. While knowledge of building systems or landscape maintenance is useful, enthusiasm and dedication are the main qualifications for membership.

Revised 2024, Reviewed and revised 2025

Care Committee

The Care Committee's primary concern is the wellbeing of the Meeting's individual members and attenders and their connection with the Meeting. The committee is charged with encouraging all members and attenders to stay connected with one another in a spirit of loving care.

Membership:

- Convenor is a nominated position, chosen by Nominating Committee, with a renewable 2year term. Term may be extended twice with approval.
- Additional volunteer members.

Meeting Frequency: Regular check-in once per month. Special meetings as needed to address issues as they arise.

DUTIES:

1. Become acquainted with all members of Meeting, maintain contact with members and attenders in a spirit of affectionate interest and loving care. Be aware of who has not been in Meeting for a while.
2. Correspond with distant or inactive members who cannot or do not attend Meeting for Worship to see if we can be of help to them. Every three years see if they wish to continue membership, transfer, or withdraw.
3. Assure that newcomers and attenders are welcomed and provided information about Friends.

4. Coordinate with other committees to attend to the health and welfare of individuals in the Meeting. This includes such things as sending notes at times of illness, death, and birth, and helping to provide practical support for families and individuals in time of stress. The Convener, in consultation with the Clerk, disburses financial assistance to individuals from the emergency fund, if requested.

5. Encourage the foundation of extended families and other groups who would gather regularly to socialize.

6. Offer emotional support when needed and arrange clearness committees for members and attenders who ask for them. Help settle conflicts and disagreements between members if asked to do so.

May 2024, reviewed 2025

Fellowship Committee

Committee responsibilities:

Preparation of coffee and tea and provide snacks (including GF) after Meeting

Offer juice to children

Arrange a potluck for Colorado Regional Meeting when held in Boulder

Arrange Meeting potlucks – including Christmas Breads and Easter Potluck

Assist at welcoming parties for new members, fund raisers, and other events, as needed

Assist, if requestd, at weddings and memorial services

Host summer barbecue potluck

Facilitate the set up for Extended Family groups

Responsibilities of Committee Members:

Attend committee meetings

Participate in potlucks and assist at other functions

Recruit others to assist at potlucks and weekly coffee/tea preparation

Greet and welcome new or solitary folks

On workdays, participate in cleaning the kitchen as needed

Shop for supplies

Empty trash, recycling and compost and do any laundry weekly

Responsibilities of Convener or Assigned Person:

Call Committee meetings and develop agenda

Take notes at meetings and send out minutes

Develop an annual Budget

Attend monthly Conveners' meetings

Attend Business Meetings

Write Annual report of committee activities

Size/Tenure: There should be enough members so that no one is overworked. Members should represent a cross-section of the Meeting with respect to age, gender, experience, etc. This is an excellent starting point for new attenders to get to know the Meeting better. Term is indefinite, reviewed annually. Revised January 2025

Finance Committee

The Finance Committee oversees Meeting finances and advises the Meeting on financial issues. It provides a fiscally responsible perspective and a reality check on what the Meeting can do financially. Through reporting provided by the Treasurer, the Finance Committee observes cash flow throughout the year. Typically, Meeting receives its highest income in the first fiscal quarter (October to December) and has its highest expenses in the second fiscal quarter (January to March). The Finance Committee warns Business Meeting if income seems to be running short and extra fund raising might be needed.

The Finance Committee:

- Advises Business Meeting on upcoming needs (e.g., major building repairs) and excess funds available for service.
- Advises the Treasurer on policy and bookkeeping issues.
- Responds to inquiries from Business Meeting.
- Assists the Treasurer and Associate Treasurer, as needed, in budget preparation, compilation of statistics, acknowledgment of contributions, decisions about bookkeeping procedures and software, etc.
- Carries out an annual mail solicitation for contributions from members and attenders, and advises on other fund-raising measures that may be desirable and appropriate.
- Recommends and updates financial policies for approval by Business Meeting, keeps records of the financial policies and makes them available for viewing.
- Develops and executes contracts at the request of Business Meeting.
- Advises on the prudent investment of funds not immediately needed.
- Advises on the amount of reserves Meeting should reasonably retain, based on the Financial Reserve and Available Excess calculations and possible uses of surplus funds. A member of the Finance Committee assumes the role of liaison with Building & Grounds Committee to maintain Finance Committee awareness of known major expenditures scheduled in the near future and long-term capital improvements projections.

Ideally, the Finance Committee consists of 5 to 8 members, including the immediate past Treasurer. There should always be at least one prior Treasurer on the Committee to assist in all phases of the process.

Meetings are called by the Convener as needed, at least once quarterly.

Revised September 2025

First Day School Committee

First Day School Committee Mission Statement

The mission of First Day School at Boulder Friends Meeting, is to create a meaningful learning environment for kindergarten through high school Young Friends and to supplement parents' efforts in religious education at home. First Day School seeks to foster an understanding of Friends' history, Quaker testimonies, the 'practice" of traditions, and the skills needed for deepening their spiritual lives with the result that they see and tend to "that of God" in every person.

The First Day School Committee meets in person when needed to plan events involving intergenerational gatherings at Boulder Meeting, such as the Fall Harvest Celebration, Children's Christmas Program, End-of-year Ice Cream Social, and service projects. This committee communicates with First Day School teachers as regards planning and facilitation with youth for these and other events. Also FDS coordinates with the Fellowship Committee about food and drink and set up/clean up for such events.

When possible FDS discusses issues such as: youth behavioral challenges, recruiting of teachers and students, contacting of parents for feedback/ideas, generating new ideas, evaluating of classes/gatherings in terms of expectations.

FDS confers with the nursery/preschool coordinator about the weekly childcare provided on Sunday mornings and during special Meeting events. FDS has compiled and adopted a document, Best Practices for the Protection and Safety of Children and Youth, for our First Day School. It requires background checks for all adult regular BFM childcare workers. Expenses for this test is included in the committee budget. Also an interview, references, and a mandatory reporting course (online) are required.

Religious Education Committee (REC) Framework of Tasks:

Hold monthly meetings for members of FDS. File the FDS meeting Minutes with the BFM archivist as a record of class sessions.

Recruit and vet teachers/assistants for K-12 First Day School (FDS), mid-August through May. The vetting process includes a background check, mandatory reporting, training, an interview, and two recommendations. A teacher or REC member is appointed to handle the vetting process.

Provide teacher/assistant support, including supervision of new staff

Discuss the direction and overall goals of FDS programming at the beginning of (and throughout) the school year

Plan and oversee the budget for FDS supplies, which are often provided by teachers. This includes crafts materials, snacks, and special event drinks/food/supplies. Oversee teacher requests for reimbursement of these supplies from the Treasurer

Plan for special events each semester: dates, PR, and other volunteer tasks (examples: intergeneration events such as the harvest celebration, Christmas program, teacher/student recognition Sunday, and end-of-year ice cream social)

Be in touch with the Childcare Coordinator who arranges for vetted staff to supervise children ages 0-4 during: meeting for worship, program hours, and special events upon request. Occasionally the Childcare Coordinator reports and discusses issues at REC meetings

Coordinates with the Boulder Friends Meeting Child Protection Policy (CPP) officer about educating teachers/assistants on their roles in protecting the children and their willingness to uphold those policies. FDS alerts CPP officer about any incidents of concern brought for

Revised 2018, reviewed and revised 2025

Grief and Bereavement Committee

Duties

This committee makes sure that support and assistance are offered to any Meeting member or attender who is suffering from the loss of a loved one. This support does not have to come solely from committee members; those in our community who are close to the bereaved may also be called on to help. The type of committee support and assistance varies from case to case.

Committee members are encouraged to send sympathy notes, offer company, or reach out to the bereaved in some other way.

If the family wants, the committee can help with arrangements for a memorial service, such as

helping prepare and publish the obituary,
reserving the meetinghouse, or helping to rent another space and chairs,
helping with setup (flowers, music, etc.),
helping prepare a handout,
making sure there is a guestbook, and
helping to arrange for refreshments following the service.

The committee also may offer educational programs on topics related to death and dying, or materials to help with planning final arrangements, as it sees the need.

We welcome members who feel called to do this service.

SIZE/TENURE

There should be 5-9 members. The term is indefinite, renewed annually.
Whenever possible, there should be one member who also serves on the Oversight & Membership Committee and another member who also serves on the Fellowship Committee.

Revised February 2010, Reviewed 2012, Reviewed and Revised 2025

Higher Education Scholarship Committee

The Higher Education Scholarship Committee seeks to provide scholarship assistance for students who are members or regular attenders of Meeting or their children who are pursuing an undergraduate degree at an accredited college or university. It also provides scholarships to members or regular attenders of Meeting who are pursuing professional certificates to advance their careers.
Duties and Responsibilities:

The Boulder Meeting of Friends established both the Higher Education Fund and the Scholarship Committee to award college undergraduate and professional certificate scholarships. The Committee is responsible for creating criteria for awarding scholarships, soliciting scholarship applications, evaluating applications received, and choosing the recipients.

The Committee consists of five members, four of whom are nominated by the Nominating Committee to serve staggered four-year terms. The fifth member is either the Clerk or the Associate Clerk.
Revised April 2013, reviewed June 2018, revised 2026

Indigenous People's Concerns Committee

We seek to increase our understanding and appreciation of Indigenous peoples in order to support them in exercising their rights. As defined by the UN Declaration on the Rights of Indigenous Peoples, these rights include exercising self-determination; maintaining their cultural identity and languages; protecting their territories, environment, and sacred sites; expressing their spiritual values and practices; and exercising sovereignty.

We are committed to continuing Friends' historic efforts to build right relationship with Native Americans. We are responsive to what is asked of us by Indigenous peoples rather than determining on our own what we believe we should do for their benefit. We undertake projects as we are led by the Spirit, within the constraints of our human and material resources.

We share information with our meeting and with IMYM, particularly requests from Native peoples to support them.

We collaborate in projects with the Arapaho and Cheyenne on whose land we live. For example, we were one of several allies who collaborated with them in supporting the successful effort to rename Mount Evans to Mount Blue Sky. (John Evans, an early territorial governor of Colorado, was responsible for the Sand Creek Massacre of Arapaho and Cheyenne people.) Currently we are joining in the work of renaming Mount Evans Wilderness Area to Mount Blue Sky Wilderness Area.

Further afield, we joined with Quakers across the U.S. to enable the Nisenan Tribe to purchase 232 acres in California that had been their traditional homeland. They have begun resettling the land that was stolen from them.

For a couple of years we've been writing letters, making calls and more in support of the Truth and Healing Commission on Indian Boarding

School Policies in the United States Act. More work remains to be done. FCNL will continue to provide guidance.

Two important organizations (Toward Right Relationship with Native Peoples) and Right Relationship Boulder) grew out of the early work of Paula Palmer and the Indigenous Peoples Concerns Committee.

Toward Right Relationship with Native Peoples Toward Right Relationship with Native Peoples (TRR) became part of the BFM in 2013. In 2019 TRR became a program of Friends Peace Teams. TRR's co-directors are BFM member Paula Palmer and Jerilyn DeCoteau, an enrolled member of the Turtle Mountain Band of Chippewa Indians.

More than 60 TRR Indigenous and non-Native facilitators offer in-person and online workshops and webinars nationwide to the wider Quaker community, other faith and civic groups, schools and colleges. Paula also coordinates a Quaker Indigenous Boarding School research network and gives talks at many monthly and yearly meetings throughout the country, disseminating the research and encouraging Friends to collaborate with Native organizations to bring about healing.

Right Relationship Boulder

This local group of Indigenous and non-Native people grew out of the work of the Toward Right Relationship with Native Peoples project. RRB works with local governments and organizations to help all Boulder Valley residents learn about the Native peoples who lived here historically and those who live here today. It is committed to building lasting relationships with Indigenous Peoples based on justice and collaboration. RRB organizes public events to celebrate Indigenous Peoples Day each October. It advocates for Land Return to the tribes that were forcibly removed from the Boulder Valley. It raises funds to support summer camps in the Colorado foothills where Arapaho and Cheyenne youth from Oklahoma and Wyoming experience life in their traditional Colorado homelands.

Financial Support

IPC provides modest financial support as one way of nourishing relationships. Financial support is given to TRR and RRB and to the following organizations from which we have learned a great deal:

People of the Sacred Land

People of the Sacred Land is a 501c (3) nonprofit organization comprised of Native leaders, elders and concerned citizens who have spent two years researching the truth about the dispossession of their land and why Native people in Colorado were forced from their homelands.

They published a 700+ page report that calculated the economic losses suffered by tribes through treaty violations in Colorado. Donations to People of the Sacred Land benefit Indian people whose homelands are in Colorado, including those who live here today. Donations support programs that restore the rights of Indian people and help to preserve their cultures for seven generations to come. IPC has organized events, including BFM program hours, during which members of People of the Sacred Land shared their research findings and recommendations.

Kwiyagat Community Academy

Kwiyagat Community Academy (KCA), which opened in September 2021, is Colorado's first charter school located on a Native reservation, the Ute Mountain Ute reservation. The school's mission is to keep the Ute language and culture alive and also strengthen the larger Ute community. The Ute live in the poorest zip code in Colorado, with 37% of families living below the poverty line. In addition to providing modest financial support, IPC members visit the school each year during the IMYM Gathering in Durango. We also have hosted Ute Mountain Ute leaders as speakers at IMYM and at BFM.

Indigenous Peacemaking Initiative, Native American Rights Fund

Historically, Native American communities had methods for dealing with disputes. The Indigenous Peacemaking Initiative (IPI) supports Native peoples in restoring sustainable peacemaking practices by implementing peacemaking practices for tribes, families and youth; policy advocacy to support traditional dispute resolution; conferences, trainings and technical assistance; and providing peacemaking models, examples, information, and guides. IPI is staffed by the Native American Rights Fund (NARF). FCNL, AFSC and Boulder Meeting all have decades-long relationships with NARF.

Arapaho Language and Culture Program

The Cheyenne and Arapaho Tribes of Oklahoma provide language training for both Cheyenne and Arapaho youth. Acknowledging that the Arapaho people were forcibly removed from the Boulder Valley, IPC supports the tribe's Arapaho Language and Culture Program. There are no longer any native Arapaho speakers in Oklahoma, so teaching Arapaho language to the youth is critical for the continuity of traditional knowledge and ceremony. The tribe's Arapaho Language and Culture program also collaborates with Right Relationship Boulder to send Arapaho youth to a summer language camp at Snow Mountain Ranch. National Native American Boarding School Healing Coalition

This coalition of Native American organizations promotes research on the historical and ongoing impacts of the Indian boarding schools on Native children and their families. The coalition invited all the denominations (including Quakers) that collaborated with the federal government’s policy of forced assimilation by means of the boarding schools to become affiliate members and to participate in truth and reconciliation processes

Reviewed and Revised 2025

Library Committee

The committee works to provide an inviting, organized, easily accessible space for browsing, reading, and selecting materials. It is hoped that our library materials offer inspiration and further understanding of the activities, goals, history, and philosophy of the Religious Society of Friends and its place in the larger world.

Duties

- Purchase and process new and donated books, periodicals, videos, and other media determined appropriate by the committee in keeping with our stated goals

- Monitor and re-order pamphlets and brochures. Pendle Hill Pamphlets are organized on designated shelves.

- Monitor checked-out items and their timely return, according to stated policies.

- Propose and administer an annual budget.

- Provide regular updates of book purchases and submit reviews of books and other media to *The Miscellany*.

- Archive, maintain the Meeting's records of Member/Attender Spiritual Journeys.

- Archive *Miscellany's* in the designated Miscellany notebooks stored in the library.

Size/Tenure

Between 2 and 4 people; term is indefinite, reviewed annually

Revised May 2018, revised February 2025

Nominating Committee

The Nominating Committee names people to fill the operating positions in the Meeting, provides descriptions of committees and other positions so members and attenders can sign up where they are called to serve, and undertakes other assignments as the Meeting directs.

Duties

- Try to know as many people in Meeting as possible and be mindful of opportunities to cultivate and match talents with the needs of the community.
- Review the nominating committee monthly schedule of tasks in August and follow the schedule in order to finish the slate for April business meeting..
- Meet thoughtfully and prayerfully to consider filling the jobs of Clerk and Associate Clerk, Recording Secretary, Archivist, Treasurer and Associate Treasurer. Make nominations for Higher Education Scholarship Fund, and Conveners for the Care and the Building and Grounds Committees.
- Make sure early in the calendar year that members and attenders are aware of the many ways to serve the Meeting through committee activity and through performing other jobs needed for our community to thrive. To accomplish this, the committee
- Writes an article for the Miscellany describing the committees and how to join them.
- Provides a sign-up sheet and information about committees during Fellowship hour during February and March.
- Provides an online signup sheet on the BFM website with the help of the Webmaster.
- Announces the upcoming "recruiting" period in February and encourages members and attenders to visit the committees that interest them and to think how each might best serve and participate in the life of the Meeting.
- Notify the Meeting of vacancies that cannot be filled or committees that fail to attract sufficient numbers of willing volunteers to continue the work of the committee.
- In a timely fashion to review lists of those willing to serve and prepare a full roster of nominations for approval at the April Meeting for Business.
- Find volunteers for nominated positions that become vacant throughout the year.
- Stay in communication with Colorado Regional, IMYM, and the conveners of the various Meeting committees, to understand their needs.

Size/Tenure

The committee consists of six people (who need not be members), serving staggered 3-year terms. The Ministry & Worship Committee provides the nominations for the Nominating Committee to Business Meeting for approval.

Revised May 2018, revised March 2025

Service Committee

The Service Committee helps the Meeting identify and respond to service needs both within the Meeting and in the Boulder community at large. Through such service we put our faith into practice.

Duties:

•Alert the Meeting to needs and service opportunities within the Meeting and in the larger community.

• SC members are encouraged to volunteer with organizations our committee supports financially, as a way to make a personal connection that goes beyond financial support. Members are also encouraged to make themselves available to help with Friends in need, in coordination with Care Committee.

• Research and prioritize outreach opportunities

• Prepare an annual budget for assistance to various community aid organizations and the Echo House fund, in accordance with the guidelines approved by Business Meeting.

• Purchase and deliver supplies to Echo House, as requested. • Oversee the budget for the outreach line items approved in the current budget.

• Organize an annual fundraising event for the Echo House Fund.

Meetings are held once a month

Membership is voluntary, with the Convener selected by committee, reviewed annually.

Revised June 2025

Spiritual Life and Membership

Spiritual Guidance

1. Be sensitive to the quality of the silence and of the spoken ministry in the Meeting for Worship. Committee members should encourage those who are developing gifts of ministry and counsel those who need to show more discrimination.

2. Assist in the clearness process for establishing Worship Groups and new Meetings for Worship, nurturing those under our care, arranging to visit them as frequently as possible.

3. Make available an updated version of the newcomers' handout, which describes our faith, manner of worship, and the particulars of Boulder Meeting.

4. Be responsible for setting up Quaker Studies.

5. Arrange spring pot-lucks on issues that come out of worship or the life of the Meeting.

6. Arrange for the Christmas Eve service.

7. Arrange threshing sessions as necessary.

8. Consider other activities (such as summer and fall retreats) that could foster the spiritual health and growth of the Meeting.

9. For a marriage under the care of the Meeting, form a clearness committee that meets with the couple to explore their commitment to each other. The clearness committee then reports to SL&M, which in turn makes a recommendation to the Business Meeting. After the marriage is approved, an arrangements committee is formed to assist with the marriage ceremony and reception. The clearness committee continues to meet with, counsel and support the couple yearly or as needed.

10. Provide oversight for the writing of Memorial Minutes. Approved Minutes should be submitted for publication to the Miscellany, Western Friend Journal, Friends Journal and be read at IMYM.

11. Proactively reach out to families of deceased long-time attenders to ask if they would like their family member to be honored in Miscellany.

12. The working group Spiritual Life and Continuing Education (SL&CE) will liaison with SL&M and will continue developing new spiritual programming proposals for consideration by SL&M and, as appropriate, the Meeting for Worship for Business.

Membership

1. Receive, consider, and recommend Meeting action on requests for membership, transfers, and withdrawals. On request for membership, appoint a clearness committee of members, subject to the approval of Meeting for Business. After meeting with the applicant, the clearness committee

then reports back to SL&M committee, which considers their recommendation and then refers it to Meeting for Business.

2. Periodically host a gathering for new members.

3. Keep records of membership actions throughout the year, in consultation with the Archivist who manages the long-term membership record. File all related correspondence in the membership file in the Meeting office. This includes membership, transfer, and withdrawal requests, acknowledgments to and from other meetings, and membership approvals from Business Meeting.

4. Encourage long term attenders who are in unity with Friends' ways to apply for membership.

5. Contact associate members who have reached age 23 to ask if they want to seek full membership in the Meeting. (Policy states that age 24 is when associate membership expires).

Six members are nominated for three year staggered terms.

Created 2024, reviewed and revised 2025

Teams

Communication and Tech Teams and Jobs

The Webmaster works in consultation with the Web Team to design and maintain the website that provides information to both our own community and to the public, always focusing on security.

· The Social Media Team manages and posts on our Facebook and Instagram accounts, sharing our Quaker values and boosting our visibility both locally and internationally.

· The Zoom & AV Tech Team facilitates hybrid worship and program hours. Jobs include Zoom-hosting, operating the AV computer in the meetinghouse, running the camcorder, and non-tech hosting from home for some hybrid program hours.

· The Communications Team posts announcements on our website, maintains our calendar, and writes our weekly Friday Bulletin.

The Zoom Host & AV Tech Scheduler facilitates the scheduling of Zoom hosts and Meeting AV operators for Meeting for Worship, Business Meeting and other meetings. S/he sends an email reminder every Friday to the people who have signed up as tech hosts and closer ahead of the upcoming Sunday, and if a slot isn't filled in s/he finds someone to fill it. S/he also regularly updates the instructions for both Zoom hosts and Meeting AV operator jobs as the technology and equipment change.

· The Program Hour Tech Coordinator organizes the technical aspects of hybrid and all-Zoom program hours, working with presenters, sponsoring committees, and members of the Zoom Team.

Created 2025

Continuing Spiritual Education Team

The Continuing Spiritual Education (CSE) team works to enhance the spiritual life of the Meeting. We do this by designing program hours, workshops, and series of workshops on topics that reflect and deepen our spiritual community. We are self-selected, but are a deeply committed team, both to our charge and to each other.

Created 2026

Miscellany Team

The Miscellany is published to inform and update the Boulder Meeting members, attenders, and other interested people about the activities of the Meeting, and to reflect the concerns and needs of the Meeting.

The Miscellany contains the minutes of our Business Meetings and reports and announcements approved by the Meeting. It serves as the official record of Boulder Meeting, and as such, is saved on the Boulder Friends Meeting Website and hardcopies are archived in the Quaker Meeting Library.

Miscellany Editor:

Duties: The editor(s) responsibilities include:

- Attendance at Convenor's meetings (strongly suggested)
- Maintains, in cooperation with the mailing committee, a list of people (with email addresses) who wish to receive the Miscellany online
- Posts the Miscellany on the Boulder Friends Meeting website
- Sends the group email to those receiving the Miscellany online,
- including the hyperlink for the recently posted Miscellany
  Receives and collects submissions for each Miscellany
- Prepares each issue including layout, proofreading, and sending
  issue to the printer
- Instructs printer in delivery of hard copies to Miscellany mailer
- Consults with the Editorial Advisory Board when necessary
- Initiates and entertains discussions of possible innovations
  and improvements to current format and presentation of Miscellany

  Size/Tenure: This is essentially a one-person job, though two people may share it if they desire and can work out a convenient collaboration. Tenure is indefinite, reviewed annually.

  Updated 2025

Miscellany Mailing Committee

● Maintain the Miscellany snail mail mailing list as an excel file; print out labels each month for the mailing. This currently requires familiarity with creating labels from an excel file using mail merge.

● Receive the printed booklets from the printer. Attach labels and postage and closure stickers. Mail the booklets.

● Work with the Directory Preparer to complete the mailing step for the printed Directory to be sent once each year

Size/Tenure

The committee consists of 1-2 members. Tenure is indefinite, reviewed annually.

Revised June 2018, reviewed and revised 2025

Miscellany Editorial Advisory Board

Duties

The purpose of the Board is to assist the Editor, if questions of appropriateness of material sent to the Editor for inclusion or other questions should arise. The Board serves only at the request of the Editor.

Size/Tenure

The Board should consist of the current Clerk, a former editor, and one or two additional Friends. Other than the Clerk, they are nominated through the nominating committee.

Reviewed 2025

INDIVIDUAL POSITIONS

Building Use Coordinator

Duties:

1. Be familiar with the BFM Building Use Policy.
2. Respond to inquiries about the use of space from Members, Attenders and Outside people/groups who want to use the Meeting House. If use is appropriate, check Meeting Calendar to see if space if available.
3. Determine the appropriateness of use and fees to be charged according to the Building Use Policy. If needed, questions should be brought to the Building and Grounds Committee.
4. Check Meeting Calendar to see if date and time are available.
5. Draw up Rental Agreement, including Building Rules and Expectations and Waiver/Release Form.
6. Review documents with Renter and have documents signed. Make 3 copies of documents (for Renter, for Treasurer, and for self to be put into Google Docs).
7. Collect Rental Fee.
8. Sign out key and give to One-time Renter (to be collected after Event). If Recurring Event, the combination to the lockbox may be given out.
9. Acquaint Renter with building, including details for kitchen use if applicable.
10. Notify member of the Building and Grounds Committee if thermostat will need to be adjusted during time of building use.
11. Add scheduled events in the Meeting House to the Meeting Calendar, noting date, time, space to be used and OUTSIDE ORGANIZATION, plus name of Lessee if agreed.
12. Attend Building and Grounds Committee Meetings as requested.

Tenure indefinite, reviewed annually, usually a member of Building and Grounds Committee

Revised 2024, reviewed 2025

Child Care Coordinators

Two Child Care Coordinators provide support, supervision, and coordination to manage all aspects of the meeting's childcare program for children under the age of five. Each coordinator has distinct areas of primary responsibility, as described below. *Shared responsibility* for the childcare program helps ensure that each coordinator has a manageable workload. The Child Care Coordinator positions have no fixed term.

Coordinator A: Manage the childcare worker schedule using an online Google sheet, which also documents worktime for compensation purposes. Communicate with childcare workers before each Sunday to confirm their plans and provide early warning when substitutes are needed. Schedule substitute caregivers when necessary. Recruit substitutes (with vetting coordinated by the other Child Care Coordinator) and schedule times for subs to work in the program for orientation purposes.

Coordinator B: Work with the Child Protection Advocate to coordinate work on vetting/approving childcare workers through background checks, interviews, and reference checks. Each of these tasks can be delegated to anyone with sufficient interest, availability, and experience. Substitute childcare workers should also be vetted. Anyone recruited to interview a childcare worker candidate should report on their findings to the Child Care Coordinator. That same procedure would apply to anyone recruited to check references. The approval of new childcare workers is a *shared responsibility* for the Child Protection Advocate and Child Care Coordinator B.

Support/Supervision: The Childcare Coordinators share responsibility for the support and supervision of childcare workers. Assistance from one of the three clerks may be necessary to provide that oversight, if any of the Child Care Coordinators has a conflict of interest (such as a family relationship) with one of the childcare workers.

Revised 2025

Child Protection Advocate

The Child Protection Advocate provides oversight for safeguarding the meeting's children and youth in accord with the Child Protection Policies (CPP). Oversight involves providing support, supervision, and coordination to assure policy compliance in partnership with others, as described below. This volunteer position has no fixed term.

The Child Protection Advocate works with one of the Child Care Coordinators and with the convener of the First Day School Committee (FDSC) to *coordinate* the vetting of new caregivers and First Day School (FDS) teachers, respectively. Such vetting includes background checks, candidate interviews, and reference checks. Each of those tasks could be done by anyone with sufficient interest, availability, and relevant experience, including the Child Care Coordinators, members of FDSC, and the three clerks. *Shared responsibility* for coordinating the vetting process helps ensure compliance with the Child Protection Policy.

The Child Protection Advocate works with the Child Care Coordinators and the FDSC convener to provide orientation for FDS teachers and childcare workers about the meeting's child protection policies (CPP). *Shared responsibility* for that orientation will help make sure it happens regularly. That orientation includes a policy review and discussion, plus online Mandatory Reporter Training for all FDS teachers and childcare workers using the CDHE website. CPP orientation takes place annually in August or September.

In accord with the CPP, the Child Protection Advocate works with the Clerk to respond to child safety allegations or incidents. That *shared responsibility* includes determining whether a concern requires mandatory reporting to CDHE and a police investigation. The Child Protection Policies (CPP) provide specific guidelines for making that determination.

The Child Protection Advocate works with the Clerk to review and update the Child Protection Policies (CPP) and related procedures at least every 2-3 years, or more often if necessary. *Shared responsibility* helps make sure that review process takes place on a regular basis to evaluate and improve alignment between policy and practice.

Revised 2025

Directory Preparer

Duties :

- Maintain a file of contact information that is the basis for the Directory. Periodically send an updated Directory file in PDF format to the web team for posting.
- Throughout the year, receive updates to the directory and incorporate them into the file. Submit additions and corrections for entries to the Miscellany.
- Annually:
    - Solicit Friends to verify that their contact information is correct in the directory (or to update their info) in preparation for creating the Directory that is printed annually.
    - Format the file along with the nominating committee slate and other information such as the addresses of Quaker organizations
    - Print copies for mailing to every address within the directory. Print labels.
    - Hand off to Miscellany Mailing committee to attach labels and postage and closure stickers and mail the Directories.

Size/Tenure

This is a one-person job. Tenure is indefinite, reviewed annually.
Revised 2012, reviewed and revised February 2025

Ditch Witch (Elizabeth Black is serving as our long-term senior ditch witch, Helen Braider Junior Ditch Witch))

Junior Ditch Witch: Helen Braider

1. Clear the lateral through the Friends every Spring as part of normal property clean-up.
2. Put the Friends irrigation water to beneficial use.
3. Organize volunteers to take care of the water and irrigate once a week as needed
4. Talk to neighbors and work out a mutually beneficial schedule for the use of the irrigation water.

Senior Ditch Witch: Elizabeth Black

1. Make sure the entire lateral is clear every spring, and can carry water to the Friends once a week during irrigation season
2. Continue working on solutions to excess tail water ending up at the Friends.
3. Check the Friends lateral every Thursday before 6AM, and clear the channel, especially under cottonwood roots at terminus.
4. Deal with emergencies on an as needed basis.
5. Fill in as needed.

Tenure indefinite
Revised 2025

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Friend at the Door Coordinator

The Friend at the Door Coordinator duties are to ask one or two people to serve as greeter(s) at the door each Sunday for our 10:00 am Meeting for Worship. The Coordinator should also keep a record of who has served and when. This position is a nice way to get everyone in the Meeting involved, including somewhat new people.

The detailed duties of the Friend at the Door are in a separate document and is given to volunteer(s) before they are the "Friend". The document is also posted on the web site.

The Coordinator position is indefinite, reviewed annually.

Revised 2018, Reviewed and revised March 2025

Liaison with New Horizons

Duties

The liaison with New Horizons School consults on any issues that affect the school and the Meeting. This might include, for example, the use of space inside and outside, cleanliness, water quality, and rent.

S/he reports periodically to Business Meeting and consults with Building and Grounds Committee, Finance Committee and Religious Education Committee as necessary.

Size/Tenure

Normally one person, for an indefinite term, reviewed annually.

January 2004, Revised September 2012, reviewed 2025

Neighborhood Liaison

Membership. Traditionally this has been a one-person committee with no meeting schedule. Membership qualifications. It is desired but not required that the convener reside near the Meetinghouse and be willing to communicate directly with neighbors and others concerned with issues.

Overview of Responsibilities: Communication between the Meeting and individual and/or groups of neighbors are conveyed through the committee. The committee also keeps the Meeting informed about changes in the neighborhood that might impact on the Meeting and opportunities in the neighborhood that can benefit the Meeting.

Communication with neighbors. This is initiated by decisions of the Meeting as a whole and individual committees, such as Building and Grounds.

-- Recent example. The roadway in front of the meeting was being undermined by runoff from what turned out to be a sump pump in the basement of the house to the west. Building and Grounds asked NL to notify the owner of the problem and to suggest that damages might be requested.

--Note. To date, NL has not been asked by neighbors to communicate anything to Meeting.

Notification of Meeting of changes in the neighborhood.

--Recent example. NL informed the Meeting that an increasing number of young children were moving into the neighborhood (Upland, Broadway to 19th St.)

Notification of the Meeting of new neighborhood opportunities.

--When NL observed that the Crestview School drop-off area on Upland (directly across from the Meetinghouse) was undergoing improvements and expansion, it initiated a request to Boulder Valley School District for permission to use this area by the Meeting for additional parking. Permission was reported during Meeting for Worship with a Concern for Business and it became a permanent element of the "parking announcement" within the Meeting for Worship "closing" protocol.

December 2012, reviewed March 2025

Share the Spirit Coordinator

Share the Spirit is the Meeting's Christmas donation program. Members contribute toys and warm clothes for children. They are distributed to qualified families by the Boulder school district.

In addition our own Christmas tree is decorated with colorful gloves and scarves and is known as the Mitten Tree, a cherished tradition for many years.

Revised June 2018, reviewed and revised March 2025

LIAISONS TO QUAKER ORGANIZATIONS

AFSC (American Friends Service Committee) Contact

Duties

The AFSC contact should be an active advocate for AFSC. S/he should keep the Meeting and appropriate committees informed of AFSC activities locally and nationally and bring AFSC speakers to the Meeting when appropriate.

Tenure

Reviewed annually by Nominating Committee

February 2004, revised August 2012, reviewed 2025

Colorado Regional Nominating Committee

Duties

- Nominates the officers of Colorado Regional Mtg.
- Nominates the Registrar
- Nominates the regional IMYM representatives
- Provides descriptions of roles and responsibilities for the positions to persons considering appointment and the incumbents, when necessary
- Has the authority to make temporary appointments for any vacancies in the case of resignation between gatherings, but the nomination must be brought forward at the Meeting for Business held at the next gathering.

Membership

- Two members each from Boulder and Mountain View Friends Meetings and one or two members each from Colorado Springs and Fort Collins Friends Meetings.
- Members are named by the Monthly Meeting Nominating Committees and brought for approval to the CRM Meeting for Business at the next gathering.

April 2001,

Colorado Regional Planning Committee

The Planning Committee stands in the place of the Board of Directors" on the biennial report of the corporation to the Colorado Secretary of State and are the trustees of the Colorado Regional Meeting.

Duties

- Plans the Spring and Fall Gatherings.
- Identifies and arranges for sites for the gatherings and contracting for their use as needed.
- Develops educational and religious programs appropriate for all attendees, including children, Junior and Senior Young Friends, and adults.
- Conducts evaluations of the gatherings.
- Oversees expenditures between gatherings.
- Develops a proposed budget for presentation and approval at the Fall Gathering. The proposed budget should be sent to the clerks of the Monthly Meetings before the Gathering in order to give sufficient time for seasoning.
- Members of the committee are expected to attend the meetings of the Planning Committee, and to attend the Spring and Fall gatherings and assist in their smooth functioning.

Membership

- The Planning Committee consists of the officers of CRM, the registrar, two representatives each from Boulder and Mountain View Friends Meetings, and one or two representatives each from Colorado Springs and Fort Collins Friends Meetings. To help coordinate and oversee regional youth events, interested Young Friends are invited to join the Planning Committee.
- Representatives serve for two years, beginning at the rise of Fall Gathering. They are named by their respective Monthly Meetings.

April 2001, reviewed September 2012

FCNL (Friends Committee for National Legislation) Contact Person

Since the Peace and Social Justice Committee of Boulder Meeting oversees the meeting budgetary support to FCNL, it is recommended that the FCNL Contact Person also be a member of the Peace and Social Justice Committee of Boulder Meeting.

Duties

The FCNL Contact Person receives requests from the FCNL office directed to the Meeting from time to time for a variety of purposes, including a. Responding to requests from FCNL to bring certain items to the attention of the Meeting, such as needed political action, letters and phone calls;

b. Serving as liaison, in concert with the Peace and Social Justice Committee, to clergy and other congregations in the Boulder area on issues of priority to FCNL;

c. Expanding the number of FCNL financial supporters;

d. Providing the P&SJ table with FCNL materials such as bumper stickers and issue summaries;

e. Recruiting Boulder Meeting members and attenders to participate in FCNL activities such as the Colorado Advocacy Team, annual Quaker Public Policy Institute in Washington, DC, and young adult programs.

f. Arranging for staff persons' visits to Boulder, finding housing, planning meeting, program hour, and/or potluck;

In coordination with the P&SJ Committee, organizes Meeting input to discern FCNL legislative priorities, a process done late winter and spring of even years. Relays the decisions and recommendations of priorities of the Meeting back to FCNL.

Organizes sessions on non-election (odd numbered) years to review and revise portions of the FCNL statement of policy, and other FCNL General Committee business, coordinated with the P&SJ Committee. Relays the recommendations for inclusion in the policy statement from the Meeting back to FCNL.

Encourages Friends to sign up at fcnl.org to receive information about topics of interest and to subscribe and read the FCNL newsletter. Posts copies on P&SJ table.

Coordinates with IMYM FCNL delegates who serve on the General Committee of FCNL to share information and concerns.

Tenure: Reviewed annually by nominating committee.

February 2004, Revised August 2012, Revised April 2025

FWCC (Friends World Committee for Consultation Representative)

Duties

The FWCC representative should be an active advocate for FWCC. S/he should keep the Meeting informed of FWCC activities and bring speakers to our adult education sessions as appropriate.

S/he should also

Make an annual report to the Business Meeting or publish it in the Miscellany
Recommend the amount of the FWCC contribution in our budget
Encourage personal contributions of Meeting members/attenders to FWCC.

Size/Tenure

One person is sufficient. Tenure is indefinite, reviewed annually.

February 2004, reviewed March 2025

IMYM (Intermountain Yearly Meeting) Nominating Committee

Duties

The IMYM Nominating Committee nominates individuals to serve in the various offices and tasks of IMYM. It is helpful if the individual nominated is familiar with a wide variety of Quakers in the Colorado Regional Meeting, especially in Boulder Meeting, including their past experiences, possible talents, and potential callings.

Responsible for attending Yearly Meeting each year, which often meets daily during this time. Other 'meetings' are via 8-10 conference calls per year, and travel is no longer required.

Size/Tenure: One member from Boulder Monthly Meeting.
Terms are for 3 years and can be renewed.

January 2004, Revised September 2012 reviewed March 2025

IMYM (Intermountain Yearly Meeting) Representatives Committee

Duties

The IMYM Representative serves as a liaison between the Monthly Meeting and Intermountain Yearly Meeting. The Representatives Committee is comprised of a representative from each monthly meetings plus IMYM officers and clerks of IMYM standing committees. It is the entity responsible for business, decisions, and stewardship of the yearly meeting in between IMYM business meetings. Representatives are responsible for taking the concerns and information of IMYM to the Monthly Meeting, and taking Meeting information and concerns, directly or through Colorado Regional Meeting as is appropriate, to Yearly Meeting.

Meetings

The Representatives Committee currently meets virtually five times a year (January, March, May, September and November) with a possible hybrid meeting in June during the annual gathering. The committee sets its schedule annually.

Size/Tenure

Each Monthly Meeting sends one Representative to IMYM. The term is typically two years, with the possibility for reappointment.

January 2004. Revised April 2025