

Directory manager

Purpose:

- To maintain a database of information required for the Meeting's Directory, including Meeting participants' names, mailing addresses, telephone numbers, email addresses, and names and birthdates of children who are minors and/or living with them; and for the Meeting as a whole the names of officers, committee members, and representatives, and the expiration dates of their current terms.
- To publish an annual printed Directory soon after the approval of new officers, representatives, and committee members (which currently occurs in April).
- To distribute occasionally by email, as needed, updated versions of the current year's Directory and a summary list of the changes since the prior distribution.

Routine responsibilities:

1. Maintain computer records, using software likely to be available to the next Directory Manager.
2. Request, from the Clerk of the Outreach and Welcoming Committee, contact information for Friends who are new and appear to have become regular participants.
3. Request contact information directly from new attenders when that information is not available from the OWC Clerk.
4. Produce the Directory and other documents and messages needed to achieve the Purposes outlined above.
5. Consult with the Ministry and Counsel Committee if and when assistance is needed in discerning whether and how long to retain inactive former Meeting participants in the active Directory.
6. Retain indefinitely, in a separate file, a listing of the most recent contact information for former participants who have been deleted from the active Directory.

Annual responsibilities:

1. Assist in the preparation of the Annual Statistical Report requested by North Pacific Yearly Meeting.
2. Supply information for the North Pacific Yearly Meeting Directory when requested by the NPYM Secretary.
3. Provide an annual budget request for the Finance Committee for directory-related expenses.

Updated October, 2017