

1. Terms for members:

Terms of all committee members begin on January 1 except for the Annual Assembly Program Committee. The term for this committee begins after the annual Yearly Meeting sessions.

2. Attendance:

Members should attend scheduled committee meetings if at all possible. When conflicts prevent someone from attending a meeting regrets should be sent to the committee chairperson.

3. Committee Clerk or Chairperson:

Committee chairpersons should provide committee members, especially new members, with background information about the committee including a copy of the committee description in the Administrative Handbook, minutes of past meetings, and a listing of current projects.

The committee chairperson shall prepare an agenda and set a clear goal for the committee meeting. When possible, send agendas and other information to committee members prior to the meeting. Committee members should prepare for each meeting by reviewing agendas and materials received before the meeting.

The chairperson is the organizer and conducts the meeting. They are not the authority for the committee but are appointed to guide the decision-making process. The sense of the meeting is to be discerned by the chairperson and approval asked for.

The Chairperson shall communicate responsibilities of the committee members by clearly defining tasks. Members shall complete their assignments in a timely manner to allow the work of the committee to function smoothly.

4. Recording Clerk (Recorder)

Every committee meeting should have a recording clerk to prepare minutes of the meeting that include, at a minimum, names of attendees, items discussed, approved actions particularly those related to spending committee funds, and other expressed concerns.

Copies of minutes, signed by the chairperson and recording clerk should be sent to committee members, commission coordinators if appropriate within a few days (two weeks is suggested) or as determined by the group. A notebook should be maintained by the recorder containing the signed minutes and other documents as appropriate as the official file for the committee.

5. Meeting for worship at business

Friends are at worship as they meet to conduct the work of the specific committee. An attitude of worship should begin the meeting and continue throughout the time the group is gathered.

Pray for the success of meetings and enter the meeting place with an open mind and a heart prepared to follow the leading of the Holy Spirit.

6. Annual Report

If a committee receives endowment funds a report for North Carolina Yearly Meeting, Inc. must be prepared. Careful attention must be given to assure all endowment funds have been spent as spelled out by NCYM, Inc. for a particular committee. The committee should be ready to prepare an annual report of activities for the FCNC Annual Session if a Reports booklet is to be prepared for the gathering.

7. Financial

A. Procedure for committee funds disbursal

- a. The following items must be received by the financial manager before a check can be written
 - 1) An original invoice or proforma from the vendor to whom the check will be paid. An email is acceptable as many vendors bill via email. The email must be from the committee chair approving the expenditure and a copy of signed minutes are an absolute must. In the case of scholarship payments, a letter from the school verifying that the recipient is enrolled for the term for which the scholarship is applicable if required. In case of a reimbursement, the original receipts must be submitted. A completed travel voucher is required for mileage reimbursements.
 - 2) A completed check voucher for the payment, signed by the committee chairperson or authorized representative.
 - 3) An absolute must is a copy of the committee's minutes, signed by both the chairperson and the recording clerk, authorizing the expenditure.
- b. Committees must give a minimum of 60 days written notice for unbudgeted expenditures of \$25,000 or more.
- c. Faxed copies of invoices or vouchers are unacceptable as they are often difficult to read.

8. Fund Balance

The Chairperson must keep up with expenses in order not to authorize more expenditures than the committee has funds. The NCYM, INC financial manager can be asked for a full report of your committee's funds at any time.

9. Fund Raising

Committee funds are usually provided through the Yearly Meeting budget and endowment funds with some committees receiving more endowment funds than others. However, occasional projects may be of such significance to warrant special Yearly Meeting appeal for funds. The Administrative Oversight Committee (AOC) must be consulted before any plans for solicitation are made. AOC may have specific information needed to consider the request. They may approve or disapprove a request.