

Overseer Officer

2 years

Purpose

Overseers are responsible for the smooth running of Young Friends General Meeting outside business and for the 'pastoral care' of those attending YFGM.

Duties

It is hoped that overseers are able to arrive early and prepare the Meeting House for YFGM, this includes liaison with the warden, sticking up notices and sorting people into small groups.

During YFGM overseers' roles are split between practical and pastoral arrangements. On the practical side they need to be aware of where things are in the meeting house and assisting the catering coordinator in making sure the caterers are coping. On the pastoral side overseers need to be aware of what problems people may be having at YFGM, and helping to make sure that everyone is enjoying the event.

They are also responsible for organising entertainments.

Skills required

Time commitment

If at all possible, overseers are expected to attend all YFGMs during their term and are also asked to attend one planning weekend each year. As General Meeting has residential meetings that vary in attendance and location, the role of overseer does sometimes change to cater for the specific needs of each gathering.

Being an Officer of Young Friends General Meeting

Purpose

Part of a team of about ten officers who are legally and financially responsible for YFGM (Trustees).

Duties

To maintain interest in and awareness of the work of all officers and to form a supportive network. Equally to support the administrator.

To try and be aware of the variety of opinions and concerns within General Meeting, and to try to foster the expression of these within General Meeting. To share insights with others.

To report to YFGM via Young Quaker or a report at General Meeting on important parts of the work.

Door keeping of the Meeting House at YFGMs.

January, 2011

Skills required

An understanding of the legal issues associated with running YFGM as a whole or a willingness to learn.

Time commitment

To attend all Planning Weekends and YFGMs and any additional meetings that the Officers deem that they need.

Probably less than an hour a week staying in contact with the other Officers and the committees that they oversee