

ANNUAL CYCLE OF COMMITTEE LIFE, Chapel Hill Friends Meeting, Approved by MW, June 2, 2025

The Meeting program/fiscal year runs from July 1 – June 30th, somewhat in line with school and university academic calendars.

JUNE:

A. To prepare for the new program/fiscal year, the committee, prior to July 1, if possible, should select a member who will serve as clerk for the new year. . . or select co-clerks or a clerk and assistant clerk.

B. Promptly send the name of next year's committee clerk(s) and email address(es) to the Clerk of the Meeting and to Publications and Communications (P&C) Committee.

C. In the June Meeting for Worship with Attention to Business (MWAB) the members of your committee will be approved. Plan to meet with the new members soon afterwards to welcome and orient them to the work of the committee.

JULY OR AUGUST:

Consider holding an in-person committee organizational meeting to prepare for the year's activities. Note: an in-person meeting of committee members at this time is particularly helpful if most of your future meetings will be held by Zoom.

SEPTEMBER:

A. As the Committee Clerk, plan for yourself and at least one other committee member to attend the fall Clerk's Workshop coordinated by Ministry and Worship (MW) Committee.

B. Call the committee together. Recognize and thank returning members and orient new members. Review the committee description on the Meeting's website. (Select Menu in upper left corner of the homepage. Select your committee from the list.) Create an overall calendar of the year's activities. Establish a regular date, time and place when all committee members can meet. Send this to the Meeting Clerk, Publications and Communications, and Nominations. Select a recorder/secretary to keep minutes or agree to rotate the responsibility. Begin other tasks as needed.

OCTOBER, NOVEMBER, DECEMBER:

A. Continue your good work and appreciation of one another.

B. Encourage committee members to participate in the "Spiritual State of the Meeting," held each fall by MW, the Meeting Christmas Party in mid-December, and the Candlelight Service on Christmas Eve.

JANUARY:

A. Discuss needs for new committee members. Ascertain who on the committee is rotating off and who plans to stay on the committee next year. If new committee members will be needed, identify the need, generate a list of possible names, and submit the list to Nominations Committee.

B. The fiscal year is now almost half over. Evaluate your current committee budget amount. Let Finance Comm know if you will need all of your allocation. If you will need more operating funds before June 30, consult with Finance Committee ASAP.

C. Think you will clerk the committee next year? If not, work with your committee to identify an Assistant Clerk or "clerk in training" to begin working with you over the next six months.

FEBRUARY: Continue your good work and appreciation of one another.

MARCH:

A. Discuss future budget needs with your committee and submit a budget request for next year to Finance Committee and the Meeting Treasurer.

B. If you didn't do it in January, help your committee consider who will serve as committee clerk for the next year. Plan to make this decision by May.

APRIL: Continue your good work and appreciation of one another.

MAY:

- A. Assuming your committee has selected a new clerk for next year, you, as the retiring clerk, should orient the new clerk to the duties of the role, calendar deadlines, on-going issues, and other relevant information.
- B. Requests for reimbursement should be sent to the Treasurer by the end of May so that the checks will clear in the current fiscal year.

JUNE: Continue your year's good work and appreciation of one another. Consider holding an informal get-together to celebrate.

COMMITTEE ANNUAL REPORT:

A. During the year, each committee (usually the clerk) presents an annual report of the committee's work to Meeting for Worship with Attention to Business (MWAB). The month in which your annual report is scheduled is attached. Identify the person who will prepare the first draft (often, but not necessarily, prepared by the committee clerk).

B. In your committee meeting the month before the scheduled Annual Report, consider the draft so that all committee members have an opportunity to review, provide input, and approve the report. Plan to send the approved report to the Meeting Clerk and the Recording Clerk at least two weeks before the MWAB.

PLAN TO PRESENT A FORUM:

A Sunday morning, 9:30-10:30 AM Zoom forum presentation provides an opportunity for you to Inform others about your committee's work, discuss a challenge/question, etc. Know that the Adult Religious Education Committee schedules forum topics two or more months in advance, so contact them early.

PUBLICATIONS AND COMMUNICATIONS RESOURCES:

Use the Meeting's Google Calendar to record your meeting dates and time, activities open to all Meeting community members, etc.

Utilize the Meeting's weekly e-news and monthly newsletter to inform the CHFM community about upcoming events your committee is organizing.

Chapel Hill Friends Committee Annual Report to MWAB Dates as of March 2025 – Ann Miller, Clerk

Carolina Friends School Board – June
Quaker House Board - January
Piedmont Friends Yearly Meeting - May
Piedmont Friends Fellowship - May
Adult Religious Education - September
Buildings and Grounds – October
Care and Counsel - December
Children and Youth Religious Education - February
Finance – September

(Finance presents to the May MWAB a draft budget for the next fiscal year. Finance, based on direction from the May MWAB, prepares the final budget for the next fiscal year and presents it for approval at the June MWAB.)

Treasurer's quarterly budget report – October/January/April/September for fiscal year-end report
Hospitality - March
InterFaith Council - April
Library - October
Mary and Claude Shotts Memorial /Leadership Development Fund - November
Ministry and Worship – October for Clerk's Retreat/Workshop report. . . Spiritual State of the Meeting Report
Ministry and Worship – October
Nominations - May
Peace and Justice - March
Publications and Communications - April
Returning Citizens Financial Assistance – July or August
Transition and Support – March
American Friends Service Committee – August
Friends Committee on National Legislation – January
Friends Committee on North Carolina Legislation – October
Land Acknowledgement document – read in November (Indigenous People's month)
Benevolences—MWAB approves paying legacy Benevolences in Feb. or March, provided Finance committee confirms adequate cash flow.