

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 should select a Friend who will serve as clerk/co-clerks/clerk & assistant clerk for the new year, starting in July.

B. Promptly send the name of next year's committee clerk to the Clerk of the Meeting and to Publications and Records 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 a committee organizational meeting to prepare for the year's activities.

September – A. Plan for the committee clerk and at least one other committee member to attend the Clerk's Retreat coordinated by Ministry and Worship Committee.

B. Call the committee together. Recognize and thank returning members and orient new members. Review the committee description in the **Meeting Directory**. Create an overall calendar of the year's activities. Establish a regular day, time and place when all committee members can meet. Send this to the Meeting Clerk and to the meetinghouse resident. Select a secretary to keep minutes or agree to rotate the responsibility. Begin other tasks as needed.

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, generate a list of possible names and submit the list to Nominations Committee.

B. The fiscal year is almost half over. Evaluate your current committee budget amount. If you will need more operating funds for the remaining six months, consult with Finance Committee ASAP.

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

March – A. Discuss future budget needs in committee and submit a budget request for next year to Finance Committee.

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.

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. Submit remaining reimbursement requests for committee expenses to the Meeting Treasurer.

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 listed in the Meeting Directory. Identify the person who will prepare the first draft of the annual report to be considered by your committee.

B. In your committee meeting the month before the scheduled Annual Report, consider a draft (often, but not necessarily, prepared by the committee clerk) so that all committee members have an opportunity to review, provide input, and approve the report.

Consider presenting a forum – Inform others about your committee's work; discuss a challenge/question, etc. Plan ahead as ARE schedules forum topics 3 – 4 months in advance.