

Forms of Service Chart

Form	Exists to	Lifespan	Membership	Grounding Documents	Reports to
Standing Committee*	Do a job/complete a set of tasks or responsibilities that need to be done regularly on behalf of the Yearly Meeting	Longer term, with review at least every 3 years	Nominated by Nominating Committee, approved by Yearly Meeting	Purposes, Procedure and Composition (approved by Sessions)	Yearly Meeting
Working Group*	Do a discrete project or conduct research, write a specific report or proposal.	Generally less than 1 year	Nominated by PB Clerk in consultation with other Nominators, approved by PB	PB approved charge, on WG template. A communications plan if relevant.	Permanent Board
Resource Group*	Serve as a resource to local meetings or other groups of Friends in a particular area; provides expertise, guidance, accompaniment as called upon; may also track and periodically report on trends/areas of need	Variable (with ongoing check-ins on if the work is still needed in this form)	Nominated by the Permanent Board Clerk, in consultation with Nominating, Coordinating & Advisory, and relevant partners. Approved by the Permanent Board	A charge approved by the Permanent Board, on RG template. A communications plan if relevant	Permanent Board
Advisory Group*	Serve to provide advice, consultation, resources, and policy recommendations (as called upon)	Longer term, with regular check-ins	Appointed by Yearly Meeting Secretary in	Advisory group charge approved by Yearly Meeting	Yearly Meeting Secretary

<p>Advisory Group, cont'd.*</p>	<p>to the Yearly Meeting Secretary or other Friends serving in leadership roles.</p>	<p>about availability to serve in this “called upon as needed” capacity</p>	<p>consultation with Nominating Committee. Regular review and engagement by Nominating.</p>		
<p>Team</p>	<p>Regularly bringing together Friends working on a shared area of work for discussion and coordination</p> <p>Could be:</p> <p>1) within YM (collaboration in formal roles around a shared purpose, but without a charge beyond existing responsibilities) or</p> <p>2) informal (a group getting together for mutual support) and not acting on behalf of YM in any way</p>	<p>Variable/As helpful⁴</p>	<p>Self-forming or informal</p>	<p>May use self-created areas of focus, recurring reflection questions, or other such document to stay focused</p>	<p>Not accountable to outside group (as a distinct group)</p>

Hosts & Elders for Gatherings	Plan and host high quality gatherings which connect Friends in meaningful ways and ultimately enrich local meetings	The role may exist as long as this type of gathering is needed, individuals may serve for as short as 6 months (care for one gathering) or for multiple years (multiple gatherings)	Appointed by relevant staff or responsible parties, in consultation with Nominating	Charge approved by appointing party/parties	Responsible staff or volunteer leadership with oversight of program
Mutual Support Opportunity /Group	Provide support to participants around a shared experience	Varies	Open/self-defined; potentially on a drop-in basis	May use self-created covenant/group agreements to establish trust within the group/opportunity	Not accountable to outside group
Peer Circle/Circle of Practice	Help Friends learn, and grow in their practice in particular areas of focus. Share best practices, case studies, trends, and resources.	Varies	Open/self-defined; potentially on a drop-in basis	Invitation from whoever is hosting/calling the circle together	Not accountable to outside group

Groups with * next to their name are provided with the following supports: Nominations providing membership, a shepherd or liaison checking in periodically with the clerk, a page on neym.org with the text of their framing document (such as Purposes and Procedures), an neym.org contact email address if needed, meetings with NEYM communications staff

as needed to integrate communications initiatives with wider NEYM communications strategy, reimbursement for travel and caregiving costs during meetings and qualifying service. More info: office@neym.org

Reflection questions to use when identifying the best form for a purpose or group:

1. If a group already exists, but its form is unclear: What is the group's intended purpose?
2. If a group does not yet exist: What unmet need are we seeking to address by inviting a group of people into collaborative service?
3. Is this group/unmet need primarily about serving the whole or supporting the members of the group?
4. Will external guidance, accountability, and review increase this group's ability to be effective in their service?
5. Is this group's function or purpose something that we expect will need to be fulfilled in more or less the same way for at least three years?
6. Is self-appointment appropriate for this group? Are there dimensions of the group's purpose that necessitate external accountability?
7. If not self-appointed: Will the benefit outweigh the effort it takes to constitute and orient this group?