

AFSC GOVERNANCE GROUPS: Description, skills, time and membership requirements

GENERAL NOTES ABOUT GOVERNANCE SERVICE:

- AFSC provides reimbursement for travel costs to meetings (takes up to 30 days after request submitted for the funds to arrive to the volunteer.) Governance volunteers can book air and rail tickets via AFSC's travel agent, which allows AFSC to pay for the trip directly. AFSC pays for shared hotel rooms and meals during in-person meetings.
- Most committee business is done via email and video conference call. Regular access to internet facilitates participation in all committees.
- Video conference connections can be provided at most in-person meetings when circumstances prevent physical attendance.
- Childcare can be arranged for on an as-needed basis for meetings in Philadelphia.
- Those currently employed by AFSC or who have been employed within 1 year of their term start date are not eligible for service on governance committees (except the TWC Subcommittee).
- Understanding and commitment to Friends values and testimonies, such as non-violence, equality, simplicity, integrity, community and a Spirit-led method of conducting business.

Not every member of a committee needs to have all of the skills listed with that committee.

DECISION-MAKING BODIES:

Corporation

Task: Ground AFSC in Quaker communities. Be a conduit of information between monthly/yearly meeting and AFSC. Appoint Board of Directors.

Skills: Communications, Coordinating, Fundraising/Development, Organizing, Outreach, Social Justice, Special Events

Time commitment: 1 in-person meeting Thursday-Saturday in mid-April, in Philadelphia; webinars and other tasks as needed throughout year, likely 2-6 hours/month

Special requirements for membership: member of Religious Society of Friends (member of monthly or yearly meeting).

Board of Directors

Task: Works in worship to advise AFSC on making sound governance and financial management plans. Hires General Secretary. Establishes strategic direction and embodies AFSC's mission and vision.

Skills: Audits, Clerking, Diversity, Equity, and Inclusion, Evaluation, Finance, Fundraising/Development, Governance, Human Resources/Personnel, International experience, Legal/Law, Outreach, Planning, Policy development, Programming, Social Justice, Strategic Planning.

Time commitment: 4 in-person meetings/year (mid-April with Corporation meeting, late June, late October, late January), Friday-Sunday in Philadelphia. Expect 4-5 hours of reading to prepare for meetings. Conference calls as needed. Service on another committee is required, which will add additional time.

Special requirements for membership: Most candidates will be Quaker, but overall makeup of Board only needs to be 80% Quaker. Service on another committee is required, and Board members will often be asked to clerk those other committees.

Board Executive Committee

Task: Take action on urgent or administrative matters between Board meetings. Advise on proposals and reports before they are submitted to the Board.

Skills: see Board of Directors section.

Time commitment: 2-hour conference calls, approx. 1 month before each Board meeting, plus other conference calls as needed

Special requirements for membership: Officer of Board of Directors or clerk of Board Advisory Committee.

US Regional and International Program Executive Committees

Task: Program choice and guidance, monitoring, evaluation for each region; financial accountability; hiring of Regional Directors and Associate General Secretaries for US Programs and International Programs.

Skills: Clerking [Committee administration and Meeting Facilitation], Diversity, Equity, and Inclusion, Evaluation, Finance, Fundraising/Development, Governance, Human Resources/Personnel, International experience, Legal/Law, Outreach, Planning, Policy development, Programming, Social Justice, Strategic Planning.

Time commitment: 2-3 in-person meetings/year. US Executive Committee rotate locations throughout the region. International Programs Executive Committee meets for one weekend in April and October in Philadelphia. Monthly or quarterly conference calls occur between in-person meetings

Special Requirements for membership: none

ADVISORY COMMITTEES, TASK GROUPS & SUBCOMMITTEES

The role of these groups is to analyze and reflect deeply on matters needing attention and present recommendations for action to the Board or Corporation.

Audit Committee

Task: Engages and oversees an accounting firm to express a professional opinion on the accuracy and fairness of AFSC's financial reports.

Skills: Audits, Finances, Fundraising/Development, Legal/Law, Governance, Investments

Time commitment: 2-3 meetings, 2 hours each, in January-March to review audit. Mostly done via conference call.

Special Requirements for membership: none

Community, Equality and Justice Committee

Task: Supports the Board and senior staff in providing leadership to the AFSC in living out its core Quaker principle of equality both internally and programmatically.

Skills: Coordinating, Diversity, Equity and Inclusion, Evaluation, Governance, Human Resources/Personnel, International experience, Legal/Law, Organizing, Planning, Policy Development, Programming, Social Justice, Training

Time commitment: 3 in-person meetings a year, in Philadelphia, Friday-Sunday. Monthly conference calls. Follow-up work 2-4 hours/month.

Special Requirements for membership: none

Friends Relations Committee

Task: provide advice and support on AFSC's relationship with Quakers

Skills: Communications, Program, Strategic Planning, Policy Development, Outreach.

Time commitment: 2 in-person meetings/year in Philadelphia, all day Friday. Bi-monthly conference calls. Webinars and other tasks as needed throughout year, likely 2-6 hours/month.

Special Requirements for membership: Member of Corporation

Governance Committee

Task: Provides advice and support on AFSC's governance systems and structures, including communication, effectiveness of governance processes, and periodic reviews of structures, procedures, policies and bylaws.

Skills: Clerking, Communications/Marketing, Coordinating, Diversity, Equity, and Inclusion, Evaluation, Governance, Human Resources/Personnel, Information Technology, Legal/Law, Organizing, Outreach, Planning, Policy Development, Training.

Time commitment: 2 in-person meetings in Philadelphia each year, all day on a Friday. Monthly conference calls. Follow-up work 2-4 hours/month.

Special Requirements for membership: none

Investment Sub-Committee

Task: Implements AFSC's investment policies; Advises Stewardship Committee on any deliberations involving AFSC investments.

Skills: Investments, Finance.

Time commitment: Quarterly conference calls, 1-2 hours each.

Special Requirements for membership: none

Nobel Peace Prize Nominating Task Group

Task: selects and recommends to the Board a candidate to receive the Nobel Peace Prize.

Skills: Diversity, Equity, Inclusion, International experience, Organizing, Outreach, Programming, Social Justice.

Time commitment: Monthly 2-hour conference calls, plus 2-4 hours of follow-up work/month. 1 in-person meeting, Friday-Sunday, usually in late October/early November, usually at Pendle Hill (Wallingford, PA), or Quaker Hill Conference Center (Richmond, IN).

Special Requirements for membership: none

Program Committee

Task: Provides advice and support to the Board on program issues; provides seasoning, guidance and support to senior program staff as they develop organization-wide program initiatives and identify concerns.

Skills: Diversity, Equity, and Inclusion, Evaluation, Governance, International experience, Legal/Law, Managing, Organizing, Planning, Policy Development, Programming, Social Justice

Time commitment: 3 in-person meetings a year, in Philadelphia, Friday-Sunday. Conference calls as needed (bi-monthly at most.) Follow-up work 2-4 hours/month.

Special Requirements for membership: none

Quaker United Nations Committee

Task: Approving program plans and budgets, monitoring and evaluation, administrative oversight and reporting for the Quaker United Nations Office, New York.

Skills: Evaluation, Finance, Governance, International experience, Planning, Policy Development, Programming, Strategic Planning.

Time commitment: 1-2 in-person meetings/year, Thursday-Saturday, in Philadelphia or New York City, conference calls as needed.

Special Requirements for membership: none

Standing Nominating Committee

Task: works in worship to seek nominees whose spiritual commitment draws them to service with AFSC.

Skills: Outreach, Nominations, Coordinating, Diversity, Equity & Inclusion, Governance

Time commitment: 4 in-person meetings/year in Philadelphia, all day Friday. Monthly 90-minute conference calls. Additional 2-4 hours/month of follow-up work.

Special Requirements for membership: Member of Corporation

Stewardship Committee

Task: Monitors AFSC's current and projected finances and provides advice and counsel on the financial implications of matters before the Board.

Skills: Audit, Finance, Fundraising/Development, Governance, Investments

Time commitment: 2-3 in-person meetings/year, in Philadelphia, all day on a Saturday. Quarterly financial reports via conference call. Other conference calls and follow-up work as needed.

Special Requirements for membership: none

Third World Coalition (TWC) Subcommittee

Task: support and represent the TWC, and to support the work of the BCEJC

Skills: Diversity, Equity, and Inclusion, International experience, Organizing, Programming, Social Justice.

Time commitment: Monthly conference calls.

Special Requirements for membership: Member of the Third World Coalition. This subcommittee is nominated by the membership of the TWC.