

Checklist

WQM Structure as Currently Defined in Handbook for Officers and Committees

Responsibility	Task
	<i>Organizational</i>
Monthly Meetings	Appointment of WQM Nominating Committee
Nominating/Organizational	Recruitment of committees (12), choice of clerks
All committees	Annual reports
WQM Clerk	Staff supervision
	<i>Operational</i>
Recording Clerk	Recording, filing of minutes of official meetings
Treasurer	Management of finances, oversight of bookkeeping
Audit Committee	Annual audit
Friends Support Committee	Distribution and/or management of restricted and designated funds (Education, William Jackson and John Woolman)
Personnel Committee	Establishment, implementation of personnel policies; planning and conduct of official meetings, (assisted by ad hoc planning committee)
Steering Committee	Equipping office, assuring supervision of staff
Finance & Budget Committee	Preparation of budgets, advising on financial matters
Inactive Meetinghouses of Historic Interest Committee	Planning, publicizing and arranging Meetings for Worship in inactive meeting houses (Homeville, London Britain, Parkersville, Penns Grove)
Property Committees	Maintenance and use of inactive meeting houses and burial grounds (Fallowfield Orthodox burial ground, London Britain, Parkersville, Penns)
Outreach Committee	Promotion of Quakerism; assisting Monthly Meetings to actively engage
Records Committee	Managing and, where appropriate, archiving Quarterly Meeting records
Western Quarterly Meeting, Inc.	Holding title to property (Penns Grove Meeting) and Education Fund
Youth Activities Committee	Planning and encouraging programs for the youth of WQM

