

History

NYYM Sessions Committee evolved from the former Administrative Committee. A major change was made to the constitution of the committee when Nurture Coordinating Committee was laid down in 2018. Subsequently, the Junior Yearly Meeting Committee was put under the care of Sessions Committee and is now incorporated into the committee structure.

Purposes & Objectives

Sessions Committee is responsible for organizing the logistics of Spring, Summer, and Fall Sessions of Junior Yearly Meeting (JYM) and New York Yearly Meeting (NYYM). Sessions Committee stewards the right use of the Equalization (EQ) Fund and the process of Pay as Led (PaL), sets sessions registration fees and forms, and manages the committee's finances in accordance with the NYYM Operating Budget.

Functions & Activities

The functions and activities for Sessions Committee are detailed in three separate committee manuals; one for the committee, subcommittees and appointments, one for Spring and Fall Sessions, and one for the JYM Program. All manuals, which include job descriptions of committee members, subcommittees, and various volunteer positions for YM session activities, and timelines and forms for JYM, can be found on the NYYM website, along with the committee's minutes, and the schedule of upcoming NYYM Sessions.

In summary, the committee works, as appropriate, with the NYYM Clerk and Assistant Clerk, the YM staff (Associate Secretary, Communications Director, Digital Communications Director, and General Secretary), YM treasurer, General Services Coordinating Committee, NYYM Trustees, Liaison Committee, and the NYYM regions to handle all operational details of each session including, but not limited to:

- Research, contact, negotiate, and contract services with venues, following current YM guidelines for processing contracts.
- Update sessions forms, including registration, medical forms for youth, evaluations, etc.
- Arrange for the printing and distributing of advance publicity.
- Set all registration fees and assist the YM staff in creating all registration forms.
- Set and distribute session themes and schedules.
- Invite guest speakers and arrange for their needs.
- Invite f/Friends to serve as JYM volunteers and arrange for the needs of Junior Yearly Meeting Program and its participants.
- Assist and report to the NYYM Liaison Committee and General Services Coordinating Committee when requested.
- Respond in a timely manner to concerns and changes in process, focus, and requirements for all NYYM sessions.
- Ensure that all sessions-related expenses are accounted for and paid in a timely manner, keeping within the parameters of the YM-approved Sessions Committee budget.

Organization & Method of Appointment

Sessions Committee includes four routes to membership; [1] at large members, [2] *ex officio members*, [3] representatives named by the YM Coordinating Committees, and [4] the persons named by the committee to be coordinators and liaisons, who may not be part of any of the other three options.

[1] at large; nine to twelve at-large members appointed for three-year terms, approximately one-third named each year, upon the recommendation of the YM Nominating Committee and the approval of NYYM.

[2] *ex officio members*; the clerk and assistant clerk of Yearly Meeting, and one or two Yearly Meeting staff, currently the Associate Secretary and General Secretary.

[3] representatives; one representative named by each of the NYYM Coordinating Committees, currently General Services, Ministry, and Witness.

[4] finally, Sessions Committee names a Spring Fall Sessions Coordinator & Liaison, a Summer Sessions Liaison, and the JYM Coordinators (two) and JYM Registrar (one). These five persons do not need to be part of the other three options above.

All Session Committee members, listed in these four categories, are expected to not only attend meetings of the entire Sessions Committee, but also to serve on one or more subcommittees. Current subcommittees (2020) include Finance, Handbook & Manuals, Internal Nominating, Junior Yearly Meeting, Summer Sessions Arrangements, and Summer Program. For the good functioning of the committee as a whole, Sessions Committee names a clerk, assistant clerk, recording clerk, and a representative to General Services Coordinating Committee. Again, see the committee manuals for the complete descriptions of the subcommittees and individual job descriptions.

Sessions Committee is an open committee and all Friends are welcome and invited to attend as led.

Meeting Times & Places

Sessions Committee typically meets in early fall, mid-winter, early spring, and at all NYYM sessions. Subcommittees meet as necessary. The clerk of Sessions Committee will especially ensure time is allotted for subcommittees at the fall and mid-winter committee meetings.

Finances

The committee is funded from the YM Operating Budget. Expenses covered include, but are not limited to: committee expenses and travel; venue fees; costs for session needs (advance reports, JYM program materials, name tags, Summer Sessions Programs, etc.); room, board and travel for invited speakers to Summer Sessions; financial support for Junior Yearly Meeting volunteers, the Sessions Committee clerk, the Summer Sessions Liaison and the YM Office Assistant; copying of materials during sessions; a thank you gift to the venue. Expenses for Spring and Fall Sessions include, but are not limited to, deposits for and donations to venues, volunteer support for the Spring Fall Sessions Coordinator & Liaison, and any Spring or Fall Sessions expenses not covered by the monies collected via registrations.

See the Sessions Committee Manual for a comprehensive description of the Sessions Committee budget and expenses.