

NEYM Communications Director
Work Plan for Fiscal Year 2010 — 9/17/2009

Goals

- *Serve as a hub for the flow of information for the Yearly Meeting*
- *Provide administrative support for the Yearly Meeting operations*
- *Support Friends to be a collective voice for New England Quakers in the wider world, to help us more clearly articulate our common faith to the world*
- *Encourage and empower NEYM clerks, staff, and committees to be more faithful, more caring, more efficient, and more transparent in all that we do.*

Hours and Work Site

- *Hours*
 - This is a full time position (40 hour per week) that requires some weekend and evening hours. NEYM Annual Sessions will require more than 40 hours per week of work.
- *Work site*
 - Tuesdays and Thursdays or Fridays will be spent at the NEYM office in Worcester, if there are no weekend or evening hours that week. Otherwise the work site will be from a home-based office.

Functions and Tasks

- *Communications*
 - Respond to inquires (via all media)
 - Coordinate the YM calendar (on the web)
 - Support YM committee clerks as needed (see services guide)
 - Write thank you notes to individual contributors
 - Arrange committee days
- *Publications*
 - Coordinate, publish, and distribute the Annual Minute Book
 - Direct the work on the Yearly Meeting web site
 - Edit and publish *The New England Friend*
 - Manage inventory, sale and distribution of NEYM publications
- *Administrative*
 - Work with the YM Secretary to prioritize, plan, and organize the work of the office
 - Recruit and supervise voluntary and paid staff for office needs
 - Work with YM Secretary and others in planning for the Annual Sessions, managing the NEYM Office at Annual Sessions
- *Information Management*
 - Maintain appropriate information on YM staff and committee activities
 - Maintain the Yearly Meeting database, including meeting surveys and statistics
 - Coordinate bulk mailings to constituent bodies of the Yearly Meeting
 - Maintain office equipment and supply inventory
- *Staff Community*
 - Schedule leadership for staff meetings
- *Liaison*
 - Represent NEYM at the Friends Mutual Health Group meetings
- *Staff Community, Liaison, & Accountability as per Job Description and/or Priorities*

Work Plan Priorities Listed By Order of Importance

- *First Quarter of FY 2010 (October – December)*
 - Complete publication and distribution of the 2009 Minute Book
 - Attend Committee Day, Oct 3 and arrange Committee Day, Jan 30
 - Train in InDesign, Dreamweaver, and Drupal
 - Publish *The New England Friend*, primarily as a web-based periodical
 - Begin work to move the NEYM website into a Content Management System
 - Work with Database Manager & YM Secretary to overhaul the NEYM database
- *Second Quarter of FY 2010 (January – March)*
 - Publish winter & spring issues of *The New England Friend*
 - Begin work the new NEYM website
 - Attend Committee Day, Jan 30 and arrange Committee Day, Apr 10
 - Train in InDesign, Dreamweaver, and Drupal
 - Take a weekend spiritual retreat
 - Continue work to overhaul NEYM database
- *Third Quarter of FY 2010 (April – June)*
 - Launch the new NEYM website (Apr)
 - Begin Preparation for Sessions
 - Publish Summer Print Issue of *The New England Friend*
 - Update Sessions Website, including online registration site
 - Contact Committee Clerks regarding meetings at NEYM Sessions
 - Attend Committee Day, Apr 10, and arrange for Committee Day Locations for FY 2011
 - Finish database overhaul
- *Fourth Quarter of FY 2010 (July – September)*
 - Prepare for Sessions
 - Manage the Office at Sessions
 - Follow up and planning for Sessions (debrief and Sept Sessions Committee)
 - Arrange Committee Day, Oct 9
 - Begin preparation of the Minute Book

Standard Measurers/Indicators of Task Accomplishments

- Daily log of activities in google calendar.
- Quarterly reviews with YM Secretary based on task accomplishments as outlined in the Work Plan Priorities section above.

Quarterly Reports

- A short written narrative, sent to the YM Secretary, listing and evaluating task accomplishments as outlined in the “Work Plan Priorities” section above.
- Statistical report of hours/percentages spent on items under each heading of the “Functions and Tasks” section above.

Annual Reports and Performance Appraisal

- Report to YM Secretary that includes:
 - Written narrative evaluating goals, priorities, and task accomplishments for the year
 - Written reflection on queries listed below
 - Annual summary statistical report
- Report for publishing in the Minute Book
- YM Secretary conducts staff performance appraisal

Queries (TBD)