

Summary of Staff Work Plan Priorities, Fiscal Year 2012

For more details see individual staff position goals, hours, functions/tasks and work plan priorities

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Jonathan Vogel-Borne YM Secretary <i>(Priorities by order of importance)</i>	Implement the 2012 staff work plan; support production of the Minute Book and the <i>New England Friend</i> ; Report on work plan to Permanent Board (Nov)			Develop Priorities Budget Proposal with C&A, soliciting input from local meetings, committees and staff, and forward it to Finance Committee			Attend 6 th World Conference of Friends, Nakuru, Kenya; prepare for annual sessions; begin staff performance appraisals			Send staff performance appraisals to Personnel Cttee; prepare for, implement and follow-up Annual Sessions; create FY 2013 staff work plan		
Whole Year Priorities (by order of importance): Collaborate with the Communications Director/Office Manger to develop the new website, Assist the ad hoc Property Committee in the sale of the NE Friends Home property in Hingham: Collate, edit and publish an NEYM organizational handbook; Help the YM as needed in the transition to a next YM Secretary; Work with NEYM Ministry & Counsel to support ministry and pastoral care in local meetings; Actively nurture a more supportive staff community												
Jeff Hipp Communications Director/Office Manager	Complete 2011 Minute Book; Organize Committee Days; Publish <i>The New England Friend</i> ; Launch the revised NEYM Web site at the end of the calendar year.			Publish winter & spring issues of <i>The New England Friend</i> ; Continue the development of the new neym.org; Organize Committee Days; Take a weekend spiritual retreat			Publish summer print issue of <i>The New England Friend</i> ; Update Sessions websites; Contact committee clerks regarding Sessions; Arrange for Committee Day locations for FY 2013			Prepare for Sessions; Manage the Office at Sessions; Begin preparation of the Minute Book; Organize Committee Days		
Gretchen Baker-Smith JHYM Coordinator Kevin Lee JYM Coordinator	Organize and carry-out retreats				Organize and carry-out retreats; Set retreat dates for fiscal year 2013; Recruit staff, begin to plan and organize JHYM Sessions program				Prepare for, implement program for, and follow up on 2012 Sessions; Prepare for FY2013 retreat year; Organize and carry-out retreats			
Whole Year Priorities (by order of importance): Engage with other youth workers to integrate all age constituencies into a more comprehensive approach to youth programming; Continue development of a policy for online use of photos, videos and other images; Provide content to JYM/JHYM segment of the NEYM website; Begin to use the NEYM database for JYM/JHYM data tracking; Create a digital catalog/database of the JHYM Library; Locate and attend a professional enrichment/renewal training, conference or retreat by the end of the 3 rd Trimester (Gretchen)												
Nia Thomas YF/YAF Coordinator	Organize and carry-out Young Friends retreats; Organize YFs Resource Person staff development; Support planning for YAF fall event and mid-winter retreat				Organize and carry-out Young Friends retreats; Support planning for YAF Spring Retreat				Set retreat dates for fiscal year 2013; Prepare for, implement program for, and follow up on 2012 Sessions; Prepare for FY2013 retreat year; Organize and carry-out Young Friends retreats			
Whole Year Priorities (by order of importance): Increase the number of participants in the programs; Engage with other youth workers to integrate all age constituencies into a more comprehensive approach to youth programming; Learn more about how other youth programs (Quaker and non-Quaker) engage and serve their youth; Provide leadership support for Resource People to be more open about personal spiritual experience that can be communicated effectively to Young Friends; Help Sessions Committee utilize YAF leadership; Seek ways to increase involvement from Vermont, Maine, & New Hampshire; Training for professional development												
Beth Collea Religious Education Coordinator	Organize a working group meeting on "Godly Play"				Work with Quaker Youth Education (QYE) Committee to organize a spring workshop; Recommend books for Children's Bookstore at Sessions				Prepare for FDS Share/Fair at Sessions; Organize "Family Neighborhood" at NEYM Sessions; Support local meetings in beginning their FDS year			
Whole Year Priorities (by order of importance): Visit local meetings as requested and as led; Listen for and assess the living points of connections between local meetings and NEYM to mutually enliven our ministry to children, to the meeting community and to the world; Communicate with meetings and individuals through RE Mail, RE Bulletin Board, and other correspondence; Provide content for the QYE section of the NEYM website; Create a Quaker Family Activity Calendar; Collect, create, edit, pilot and produce material to support the outreach effort to families; Meet with other NEYM youth workers; Attend Committee Days and Ministry & Counsel (as appropriate) to support the ministry of the YM; Respond to local meeting concerns and advocate awareness on issues of child safety; Attend workshops for professional development												
Frederick Martin Accounts Manager	Whole Year Priorities (by order of importance): Manage payroll, including retirement and benefits; Learn the annual accounting cycle, including closing and opening fiscal years; Call on others for support in balancing the time demands, especially in the month of October, during the change of the fiscal year											
Jodi Goodman Archivist	Whole Year Priorities (by order of importance): Become knowledgeable about the contents, disposition and condition of the NEYM Archives; Inventory the collection; Process back-log of materials needing accession, particularly those items needing more immediate attention; Develop a framework to increase intellectual access to the collections; Work with the Committee to update the collection policy; Reach out to local meetings to recruit volunteers; Travel around New England to visit local meetings; Attend archival trainings as appropriate											