

Policy and Procedure Subc'tee Report

Oct 11, 2017

The Policy and Procedure Subcommittee has been meeting since March, 2017, and currently consists of Mylène DiPenta, Chris Hitchcock, and Robert Kirchner.

Procedure Manual

We have made significant progress toward a procedure manual. We expect to have a draft for circulation at our next meeting.

Policy/Procedure Gaps

These are questions that, to our knowledge, do not have formal policies or procedures, although there may be ways of operating that are working. Anyone who has information or suggestions about these is invited to contribute them to subcommittee members. We plan to bring proposals to formalize these to the next P&C Meeting.

Internal Communication

- How should CYM and Monthly Meetings communicate with each other? For example, if a CYM committee wishes to distribute information to all Monthly Meetings, how should that be handled?
- How can CYM facilitate communication among Monthly Meetings?

External Communication

- Who is authorized to use an email address @quaker.ca?

Working with Contractors

- How can we best supervise the work of contractors?
- Who is authorized to request the services of a contractor, for example the Editor or the Wordpress maintainer?

Ex-Officio Members

- What is the role of ex-officio members on a committee? Are the roles and responsibilities different if the member is a volunteer, a staff member, or a contractor?

Security and Surveillance

As requested at the last P&C Meeting, we have begun to explore the implications of the security and surveillance of electronic communication. We have gathered information from people in other organizations that might have similar issues, and are creating information resources to help Quakers understand the issues. We hope this will enable more people to participate fully in the discernment of these concerns, both in P&C and in the wider Quaker community.