

Representative to East Bay Sanctuary Covenant:

I. Overall Purpose: Strawberry Creek was an early member of the East Bay Sanctuary Covenant. The mission of East Bay Sanctuary Covenant is to provide sanctuary—support, protection, and advocacy—to low income and indigent refugees and immigrants. Up until 1996 EBSC was a covenant of churches; it then became a non-profit corporation and added community representatives to the board. The SCMM representative becomes a member of the EBSC board of directors (known as the steering committee).

II. Time commitment and term length: The term is one year, June through May, renewable. The EBSC Steering Committee meets for 2 hours per month, usually from 6 to 8 PM on the first Thursday of the month. If the representative volunteers for additional positions or committees, another 2 to 5 hours per month.

III. The EBSC representative is an adjunct member of SCMM's Peace and Social Witness Committee and will attend committee meetings as needed to convey EBSC information, and as requested by the P&SW Committee's clerk. Occasionally, EBSC will need input from SCMM on a more expedited basis, and with consultation with the P&SW clerk those issues may be brought directly to SCMM Meeting for Business.

IV. It is the rep's responsibility to advise the EBSC that s/he is the new representative. Contact the EBSC office at 510/540-5296. Ask to speak to Sister Maureen (the Executive Director), the Administrative Director, or the Chair of the Steering Committee.

V. The rep is responsible for receiving information from the EBSC, and sharing it with the meeting, and for coordinating meeting involvement in the organization. Information (especially event-related) should be disseminated to Strawberry Creek through occasional after-meeting announcements, occasional notices in the Strawberry Creek newsletter, and by making the EBSC newsletter available to meeting. For specific issues or for ongoing information, the representative should communicate with the P&SW committee. The EBSC rep will make an annual report to Meeting for Business about EBSC around March each year, comprising a general update on the "health" of the organization, their objectives, and how the meeting can help (specific calls to action).

VI. As a representative of SCMM on the board of EBSC, the rep should sustain a close consultation with SCMM through meeting for business and/or the P&SW Committee to ensure his/her participation is in unity with the sense of the meeting.

VII. End-of-term changeover process: As incoming representative, you will receive a briefing from your predecessor; as outgoing representative, you will brief your successor. A meeting should be arranged by the incoming representative, to take place within either the last month of the old term or the first month of the new term. At this time, any appropriate files or notes should be transferred from the outgoing to the incoming rep as well as advice, wisdom, and updates on pending concerns. The outgoing and incoming representatives should attend at least one EBSC Steering Committee meeting together. Since the meeting is allowed two representatives, there could be a longer overlap of attendance.

Items you receive should include:

- A copy of the job description

- The schedule of upcoming board meetings
- The contact information for current EBSC staff
- Minutes of previous board meetings

revised 10/02