

Job Description: Representative to Sierra Friends Center

- I. **Overall purpose of SCMM representation:** The Sierra Friends Center Representative (SFC Rep) helps SFC let Strawberry Creek Monthly Meeting (SCMM) know about SFC programs and needs. The rep also encourages SCMM to participate as high school Woolman semester students, program participants, volunteers, and donors, as appropriate.
- II. **Time commitment and term length:** The term is one year, June through May, renewable. The rep should attend at least one program or event held at SFC per year. Scholarship support is available from the Meeting through Care of the Meeting Community committee.
- III. **Notifying SFC:** It is the rep's responsibility to advise SFC that s/he is the new representative. Notify SFC via email (see VII. below). A call to the director (530-273-3183) would also be appropriate, requesting to be added to the mailing list.
- IV. **Receiving information from SFC and sharing it with the Meeting:**
 - Announce Woolman Semester opportunities, upcoming programs at SFC, summer camps, work camps, opportunities for intentional community, and fundraising programs.
 - Place details of activities in the SCMM newsletter.
 - Make flyers available on the information table.
 - Make an annual report to the Meeting for Business or more frequently as appropriate. (see VI. below).
- V. **Nurturing SCMM awareness of and involvement in SFC:** The rep may help facilitate Meeting participation in SFC, including providing directions, transportation options, and coordinating carpools to SFC. This effort should be coordinated with any SCMM Friends who serve as SFC board members or volunteers.
- VI. **Annual report:** The rep makes an annual spring report to Meeting for Business, comprising a general update on the 'health' of SFC, its goals for education, sustainability, peace, justice and community, and how specifically the Meeting can help. If an SFC board member is available, he/she should be consulted for this report.
- VII. **End-of-term changeover:** As incoming representative, you will receive a briefing from your predecessor. As outgoing rep you will brief your successor. The incoming rep should arrange a meeting with the outgoing rep during the last month of the old term or first month of the new term. 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.

Information the incoming SFC rep receives should include:

 - A copy of the job description
 - The name and email address of the SFC Head of School, currently Gray Horwitz, grayh@woolman.edu
 - Directions to Sierra Friends Center
 - The name(s) of SCMM Friends currently on the SFC board of directors (CPFEA: College Park Friends Educational Association)
 - The names of present and former Woolman Semester students from SCMM
 - Current information on upcoming SFC programs and developments
 - Description of SFC's mission, goals and plans