

Nailsworth Quaker Meeting Role Description

News of Friends Correspondent

How many:	One, with a named back-up.
What they do:	Maintain the email list of members and attenders who have agreed to receive News of Friends e-mails. Act as a point of contact between AM News of Friends and the Local Meeting members and attenders. Circulate e-mails to the agreed list on news items that are directly related to Friends and / or Quaker Life and concerns
When they do it:	Ongoing – depending on the frequency and relevance of the information to be distributed.
Why they do it:	To enable members and attenders who are on email to receive details of Local and Area Meeting business; also up-to-date news and information about Friends and activities that will be of interest to Friends.
Resources:	Competence in the use of Google Groups. The Area Meeting News of Friends Correspondent.
Budget:	There is no budget.
Liaison with:	Area Meeting News of Friends Correspondent; Clerk of Local Meeting; Nailsworth Meeting Friends.
Appointed by:	Nailsworth Quaker Meeting.

Expanded description – see:

- Gloucestershire Area Meeting News of Friends E-mail Service