

To: Illinois Yearly Meeting of Friends
From: Administrative Coordinator Oversight Committee (ACOC)
Dawn L Rubbert, Clerk
Date: June 2012

Dear Friends,

It has been years since we perceived a need to report to you in writing. First let me assure you that all is going well and our current Administrative Coordinator is satisfied with her work, compensation, and the support she is given officially and unofficially. If you have not recently thanked Sharon Haworth for her diligent and excellent work, please take a second to do so when you see her.

We have become aware of a reality that deserves attention. We are looking at this from the ACOC vantage but resolution may have broader applications. Currently, if an Administrative Coordinator should decide to leave the position there is no mechanism, no process, in place to attend to seeking and hiring a replacement until the next annual sessions. If a vacancy should occur no one is empowered to set up a search committee, or to approve a recommendation.

If we can establish a process and empower persons to activate and carry it out it would serve well for all of ILYM. Such a policy would be useful if any in the employ of the YM should resign. Being able to respond swiftly might even allow us to have some cross-over time for the out-going staffer to nurture the incoming staffer.

We ask F/friends to set in motion during these yearly sessions the identification of a committee to bring recommendations to Fall Continuing Committee. Additionally we request that the Fall Continuing Committee be empowered to act on the recommendations.

Currently serving on the ACOC are; myself, Dawn Rubbert, Margaret Katranides, Mark Amos and the ILYM clerk and assistant clerk. Perhaps the recommendation committee could include me, Margaret and Mark with the addition of one or two others. We leave those details for wider consideration.

Thank you for your attention to this matter.