

## **The Quaker Activities Assistance Committee (QAAC)**

Revised July 14, 2013

### **PURPOSE:**

The purpose of this committee is to ensure, insofar as possible, that all of our members and active attenders are able to participate fully in our spiritual community. To ensure this, the Monthly Meeting allocates funds every year to pay for people (children and adults) who need assistance to attend regional and local gatherings. The committee will keep abreast of these regional gatherings, such as IMYM, Colorado Regional, and Quaker Women's Retreat, and Joint Services Projects, and will encourage attendance, providing financial assistance when it is required.

### **COMMITTEE MEMBERSHIP:**

Nominating committee will nominate three QAAC members with staggered 3-year terms. Committee members should be integrally involved with the Meeting and include a variety of ages and socio-economic situations.

### **PROCEDURES:**

The Committee will meet in person at least twice a year and conduct interim business by e-mail. When a request for assistance is forwarded by e-mail, the committee members are expected to respond within 7 days with concerns, questions, and other comments. Committee members will process all requests confidentially.

Applicants will submit a signed (or emailed) application form to the Committee for consideration, insofar as possible, well in advance of the event's registration deadline.

The Committee will consider the following issues prior to making a decision to award assistance:

- The Meeting's need or desire for the person to attend the event being considered: How might the Meeting benefit from such attendance? (Deepen community, shared experience, development of leadership or other gifts, other?)
- Need of the person for such assistance, as well as the person's reason for attendance
- Other concerns or options

If the Committee is unable to reach unity on a particular request, the Committee may take such concerns to a Committee composed of the Clerk, the Associate Clerk, and the Convener of Membership and Oversight, (and/or perhaps Meeting for Business).

When a decision has been reached, the Committee Convener may ask the Treasurer to issue any of the following kinds of checks:

1. A check to the organization that is sponsoring the event the recipient will attend.

2. A check to reimburse the recipient for expenses, such as travel, housing, etc.  
Individuals must submit receipts for proper reimbursement.

### **CONFLICT OF INTEREST PROCEDURES:**

If a member of the Committee or his/her family member or domestic partner needs assistance, such a request is referred to the Clerk, the Associate Clerk, and the Convener of Membership and Oversight, (and/or perhaps Meeting for Business) and the three of them will make a determination of eligibility for assistance.

If the Treasurer is aware of any potential for conflict of interest, such as when a substantial donor requests financial assistance, the Treasurer will notify the Convener of the QAAC Committee and the Clerk, and the three of them will discern what steps should be followed at that time.

### **RECORDKEEPING:**

Records are kept of the following:

1. Requests for assistance
2. The name and contact information of the applicant
3. Any concerns raised and their resolution
4. The identity of the Committee making the final decision
5. The final decision: Amount granted, to whom, for what purpose, any other considerations.
6. A brief report of expenditures from the recipient, including optional comments by recipients

The Committee Convener provides a “State of the Committee” report to the Monthly Meeting – annually or as needed – which includes statistics regarding how many people have received grants, and to attend which events. This information is reported in terms of numbers of children, Junior Young Friends, Senior Young Friends, Young Adult Friends, and Adults.

### **OPEN RECORDS:**

All records of the QAA Committee will be kept in the locked portion of the Meeting files, and subject to the Meeting’s open record policy.

*Initial approval:* Aug. 10, 2008; number of committee members revised Feb. 13, 2011.  
Second revision approved Sep. 9, 2012; number of committee members revised July 14, 2013.

*Responsible group:* Quaker Activities Assistance Committee