

Job Description for the Gatherings Coordinator

Be a point of contact between EMEYF and the Spring Gathering Planning Group and any other EMEYF gatherings.

Be aware of what the Spring Gathering Planning Group members have to do and when they have to do it.

Help with any queries regarding gatherings, pass on the queries to any relevant people.

Attend gatherings when possible.

At Annual Meeting in Brussels each October report on recent gatherings and the progress of gatherings to be held.

Attend Annual Meeting and Communications Committee in February/March. EMEYF will provide assistance with travel costs.

It is helpful if the Gatherings Coordinator can arrive on Thursday night or Friday morning prior to Annual Meeting to discuss the agenda for the weekend.

Be an active member of the Communications Committee, help with decisions when necessary between Annual Meetings.

Be aware of what events Quakers are organizing and the concerns Quakers have in Europe.