**Bethesda Friends Meeting**

**Proposed Charge for an Ad Hoc Committee**

**on the Digitization of Records**

**2 April 2017**

1. *Charge.* The *Ad Hoc* Committee on the Digitization of Records is charged with supporting BFM in a Meeting-wide discernment process for identifying the best way to assure that information about our community is accessible, useful, up to date, and secure. Responsibility for managing Meeting data currently falls to no single standing committee, and the co-clerks have concluded that the work of each committee and the well-being of our community generally might be enhanced if the Meeting had a better sense of what data are currently collected, how they are currently organized and used, what best practices exist in other Meetings and similar institutions, and how -- if at all -- Bethesda Friends Meeting might better approach the issues of data collection, management (including security), and privacy.

2. *Membership.* The co-clerks of Meeting will appoint the members of the *ad hoc* committee, drawing on the diverse gifts needed for such an undertaking, including familiarity with Quaker values and process, sensitivity to members’ and attenders’ concerns about data collection and management, familiarity with the complexities of digital technology, and an ability to consider, assess, and communicate options and their costs. At a minimum, the membership of the *Ad Hoc* Committee will include co-clerks (*ex officio*), the recorder, the archivist, the editor, the webmaster, representatives from the Advancement and Outreach Committee, the Ministry and Worship Committee, the Stewardship and Finance Committee, the Pastoral Care Committee, and two “at large” members. Attenders may be appointed to the *Ad Hoc* Committee. The members of the *Ad Hoc* Committee will select the clerk or co-clerks.

3. *Logistics.* Meetings of the Committee will be open to all. One or more members of the *Ad Hoc* Committee will attend Coordinating Gathering every month to engage with all committees of the Meeting. The budget of the co-clerks of BFM will be available to the *Ad* Hoc Committee for telephone and meeting expenses. A request will be made to the Stewardship and Finance Committee if additional funds are needed.

4. *Deadline.* The *Ad Hoc* Committee will report its recommendations at the Meeting for Worship with A Concern for Business in January 2018.