

Role description for Clerk / Co-Clerk

Role title: **Regional Meeting Clerk / Co-Clerk**

Member of the Society

Approved by NSWRM on 7.10.17

Overview and purpose of role

The clerk is the servant of the meeting. The clerk is responsible for the right holding of meetings for worship for business. There are significant administrative and communication components to the role.

The clerk must stand aside if they (a) have a conflict of interest (b) wish to offer their own ministry in meeting for worship for business. Another Friend should clerk that portion of the agenda. It is expected that ministry by a clerk will be rare.

If an Assistant RM Clerk is appointed, she/he will support the clerk/s as required, usually with correspondence or other administrative tasks.

Responsibilities list

- Clerks are not responsible for doing all tasks, but for seeing that they are done.
- The clerk, or a co-clerk, is ex officio on every RM committee except Nominations. The clerk maintains a close liaison with LM clerks, correspondents, RM committees, external organisations, relevant committees from other RMs, and with YM.
- Hold meetings for worship for business, including:
 - Suggest dates
 - Prepare and send out agendas, noting that agenda items will normally be proposed by a LM or a committee
 - Conduct the meeting for worship for business
 - Prepare minutes, reading them to the gathered meeting for approval. Ensure tasks are clearly allocated
 - Send copies of minutes to the YM Secretary and Presiding Clerk
 - Follow up to ensure agreed tasks are carried out
 - Suggest special meetings as required.
- Hold the Annual General Meeting required by incorporation, according to the legal requirements.
- Ensure legislative requirements, e.g. Working With Children Checks and child care, and incorporation requirements, are maintained. Ensure RM properties are appropriately maintained.
- Manage the cycle of meetings to discern matters brought forward in *Documents in Advance*.
- Deal with correspondence and enquiries. These will include applications for membership and the annual insurance forms for YM.
- Write Travelling Minutes for Friends travelling in the ministry, and letters of introduction for Friends intending to visit other meetings.
- Prepare an annual report to present to the AGM and to send to the YM Secretary.
- Ensure life milestones – births, deaths, marriages, commitments, name changes – are brought to the attention of the RM Membership Secretary and the YM Secretary.

Role description for clerk / co-clerk

- It is customary for the clerk to attend mid-year Standing Committee and Yearly Meeting. If the clerk's own regional meeting is host to YM, it is customary for the clerk to act as Assistant Clerk at that YM.
- It is customary for the clerk to represent the RM on ecumenical and interfaith groups. An alternate may be appointed.
- The clerk acts as liaison between RM and all NSW clerks and correspondents, and between RM and all YM committees and office-bearers, unless a correspondent or other person is appointed.
- Tasks may be delegated with the approval of the RM meeting for worship for business.
- Records should be given to the RM Archivist annually or as agreed.

Resources

- *AYM Handbook of practice and procedure.*
- *BYM Quaker faith and practice*, especially section 3.
- *NSWRM Rules of incorporation.*