

## **The Yearly Meeting Secretary**

The Yearly Meeting Secretary is a paid executive officer of Australia Yearly Meeting and is a concerned Friend undertaking work on behalf of the Yearly Meeting. The appointment is made in accordance with Section 5.2.3).

It is intended that the Yearly Meeting Secretary should follow the leadings of the Spirit in furthering the activities of the Society in a creative and flexible way. The following list of duties is therefore a guide only.

### **Administrative**

- a) Be responsible for coordinating the secretarial work of the Yearly Meeting;
- b) Arrange for the production and dispatch of printed material;
- c) Communicate regularly with Regional Meetings;
- d) Organise itineraries of visiting Friends in consultation with Regional Meetings;
- e) Maintain international contact with and through overseas Quaker organisations and other Yearly Meetings;
- f) Have an ex officio position on all committees other than Yearly Meeting Nominations Committee and the Thanksgiving Fund Committee;
- g) Organize regular bookkeeping of the AYM finances as appropriate, using the services of a bookkeeper, who should be located in the same locality as the Secretary.

### **3.9.2 Archives**

In co-operation with the Yearly Meeting Coordinator of Archives, preserve appropriate records; ensure that archives are held in suitable places such as libraries; keep lists of the location and content of archives.

The Quaker collection in the National Library is on restricted access and permission of the Society is required if a researcher wants to consult these documents. We have agreed that documents more than 30 years old be held under open access. In other cases, an intending researcher is required to fill out a specified form of agreement and obtain the permission of the Yearly Meeting Secretary before access is granted.

### **3.9.3 Support for Friends**

In furtherance of the work of the Society, and in consultation with the Presiding Clerk, the Yearly Meeting Secretary should visit among Meetings throughout Australia and where possible isolated Friends.

### **3.9.4 Outreach**

In consultation with the Presiding Clerk and/or Standing Committee, the Yearly Meeting Secretary should speak in public on matters relating to the Society and its testimonies, and contribute to the outreach of the Society as skills, interest and opportunity afford.

Depending on personal expertise, the Yearly Meeting Secretary should undertake activities to stimulate interest within and outside the Religious Society of Friends in Quaker testimonies and beliefs.

In consultation with the Publications Committee on content and presentation, the Secretary should coordinate the Australian Quaker Home Page on the world-wide web.

Policy regarding content on the Australian Quaker Home Page is as follows, although it is recognised that this may need to be changed from time to time.

- a) Pamphlets — include pamphlets which are approved by Australia Yearly Meeting.
- b) Meetings for Worship — include times and addresses and contacts for all Local Meetings, Recognised Meetings and Worshipping Groups.
- c) "The Australian Friend" — include excerpts from "The Australian Friend" in consultation with the Editor of "The Australian Friend."
- d) Include official communications and notice of events for Quakers in Australia, as deemed relevant by the Secretary.
- e) Links — make links to recognised organs of Australia Yearly Meeting, organisations recognised by Australia Yearly Meeting, and recognised international Quaker groups only, unless approved by the Presiding Clerk, the Secretary and another member of Standing Committee. No links to personal sites are to be included.

## **General**

The Yearly Meeting Secretary works from a Yearly Meeting Office and keeps in regular contact with the Presiding Clerk to share information, insights and decisions. In urgent cases, the Secretary, the Presiding Clerk and one other member of Standing Committee, together with the Yearly Meeting Treasurer if appropriate, are authorised to make decisions on behalf of Yearly Meeting. (see 5.2.3).

The Yearly Meeting Secretary reports regularly to Yearly Meeting and the Standing Committee on tasks performed, problems encountered and ideas for future activities. Beyond this, the Yearly Meeting Secretary is able to inform Friends of developments within the Society through the monthly 'Secretary's Newsletter', through the 'The Australian Friend', by personal contact and by newsletters to Regional Meetings.

A Yearly Meeting Secretary's Advisory Committee is appointed by Yearly Meeting (see 5.2.3) to assist the Yearly Meeting Secretary. Members are experienced Friends able to give assistance on matters affecting the discharge of the Yearly Meeting Secretary's duties. The committee is advisory and does not assume the responsibilities of Standing Committee or Yearly Meeting.