

GLOUCESTERSHIRE AREA QUAKER MEETING JOB DESCRIPTION

Title: Area Meeting Assistant Clerk.

General Content of the Role: see Quaker Faith and Practice chap. 3 and 4.

The primary task of the Assistant Clerk is to serve and support the Area Meeting Clerk in all aspects of the meeting's business and concern.

Although the Area Meeting Clerk bears the final responsibility for preparing and organizing the business, conducting the monthly meeting and writing the minutes at the table, it is helpful, indeed necessary that the Assistant Clerk shares in all these duties as much as possible.

Experience and qualifications: see also Job Description. Title: Monthly Meeting Clerk.

No formal qualifications are required, although a reasonably experienced Friend is preferable.

A willingness to learn the complexities of the Quaker business method and to be fairly literate also helps. A sense of humour, flexibility, patience, openness to learning, forbearance, tolerance, the capacity to exercise discernment and sensitivity towards the meeting are essential attributes as they are for the Clerk.

Responsibilities

1. To meet regularly with the Clerk in order to discuss, plan and prepare the Area Meeting agenda. This means in practice to consider and decide which sequence of items on the agenda, to consider which might be held over if the amount of business seems too great and to enable the Clerk to circulate the agenda to P.M. clerks before the dates of their Meetings for Business.
2. The Assistant Clerk should prepare and write draft minutes in readiness for the Monthly Meeting, particularly those of record and of decision. It is seldom possible to write a draft minute of exercise since it should indicate the area and range of the discussion and record the experience and progress of the meeting.
3. Therefore to assist the Clerk in writing minutes of exercise at the table.
4. Make sure that the Clerk is aware of all those who wish to speak during the meeting.
5. Read clearly written reports, letters and whatever documents the Clerk sees fit to present to the Area Meeting.

The Assistant Clerk has other duties beyond the table.

- a. There is a requirement to be an ex officio member of the Area Meeting Nominations Committee, to attend its regular meetings, to exercise discernment in bringing forward names for consideration of appointment and to approach those suggested in hope that they might be willing for their names to go forward.
- b. To write to those appointed by the Area Meeting to advise them of the decision and also to write to those who have laid down their service and to thank them.
- c. It is also the duty of the Assistant Clerk to arrange the timetable of Area Meeting dates for the forthcoming year. This needs, ideally, to be presented at the September Area Meeting. It involves taking account of lettings, of the availability of parking at various times of the year, the preferences of LM and AM Clerks and Wardens, the size and facilities at Meeting Houses etc.

In practice this means.....

Spending time with the Clerk preparing, going through and following up the Monthly Meeting business.

Managing a small office system at home.

Attending meetings and committees.

Helping and supporting the Area Meeting Clerk in whatever way is needed.

The Rewards

Involvement and friendship with Friends across the Area Meeting.

An increased knowledge of the structure and workings of the Society of Friends.

A sense of achievement, not to mention relief, at the completion of each Area Meeting session.

30.08.2002 Pam Ambrose.

22.09.2010 Updated MM to AM