

GLOUCESTER AND NAILSWORTH MONTHLY MEETING JOB DESCRIPTION

Title: AM Assistant Clerk (Membership) (AC (M))

General Context of the Role:

The Area Meeting (AM) manages membership matters. A key person in this is the AC (M). All of the business is personal and sometimes it has to be dealt with confidentially.

Experience and qualifications sought:

There are no formal qualifications needed. We look for a seasoned Friend familiar with the ways of the Society in Britain. Someone who is careful, reliable, methodical, has an eye for detail and is ready to learn on the job can be confident that they will cope readily with the work required. It can help to have computer skills and a computer, though mainly for correspondence. The AM will provide computer facilities if necessary. As important are fairly neat handwriting and ease of manner on the telephone. Someone who finds they "like to keep things in order" may fit this post well.

Main Responsibilities:

These can be locally summed up as:

- A Record-keeping of names, addresses and Meetings attended by those who:
 - Are in Membership
 - Apply for Membership
 - Resign from Membership
 - Have Membership Terminated
 - Transfer their Membership
 - Note Births, Marriages & Deaths of members.
 - using "Blue Book" register, the card index and a working file.
- B See to Transfers of Membership into and out of the MM.
- C Present to AM in session information or requests for decision.
- D Receive and acknowledge Applications for Membership; oversee the procedures, bring the report to AM, store the letter & report and other papers safely.
- E Maintain the AM records and work with the BYM database. Help prepare local Lists of Members.
- F Prepare the annual Tabular Statement of Mp changes and current status
- G Handle queries, e.g. from possible applicants or Overseers re ?Termination

In practice this means...

- Preparing matters for AM, conferring as needed with AM Clerk (1-2 hrs/month)
- Attending many though not all AM sessions (up to ten/year at c. 3-4 hrs each)
- Presenting certain Membership matters to the AM, and drafting “formula” Minutes
- Following up after AM decisions (2-3 hours work per month)
- Handling other correspondence and enquiries (maybe 1 hr per month)
- Preparing Tabular Statement (a half day per year, involving checking data with an appointed Friend)

Rewards and satisfactions of the job:

It brings you into touch with a range of people, locally and far beyond the MM.
It is satisfying to know that your well-kept records correspond with the reality and are valuable archive material.
Once you are familiar with it, it is not onerous work.

Ruth Rowley/Nicholas Evens
Approved Nom. Com. 30-04-02

Updated 'monthly ' to 'area' 02.11.2010 EMW