

## **Nailsworth Quaker Meeting Role Description**

### **Calendar Clerk**

- How many: This is undertaken by one person, with a deputy from the clerking team when needed.
- What they do: Coordinate, edit and produce a calendar and information sheet, for email and paper distribution.
- When they do it: Material is gathered during each month in preparation for publication for the last Sunday in the preceding month.
- Why they do it: To keep the meeting informed of events and what's happening.
- Resources: Use of email is essential for this role. The Calendar Clerk arranges for printing of the paper copies and ensures that they reach the Meeting House by the last Sunday of the month. They circulate the electronic version via the News of Friends email list.
- Budget: Expenses (for printing, paper and printer ink, etc) can be reclaimed from the Treasurer(s).
- Liaison with: Clerk, Assistant Clerk and Notices Clerk.
- Appointed by: Nailsworth Quaker Meeting

#### Expanded description:

There is a template for the monthly calendar, which will be provided.

All contributions to the Calendar should be received by the beginning of the week that ends with the last Sunday of the month.

The Collections Committee are responsible for ensuring that information concerning the monthly collection(s) is with the Calendar Clerk in good time.