

Nailsworth Quaker Meeting Role Description

Committee Clerk / Convener

How many: Usually one but some committees / groups choose to work without a fixed convener.

What they do: Convene meetings of the committee / group at agreed intervals.
If there is not a fixed clerk / convener: name the contact for the committee / group both for Nailsworth Meeting and other agencies wishing to communicate regarding the work of the committee / group

When they do it: As required by the work of the committee.

Why they do it: To help and support the members of the committee / group in carrying out its tasks.

Resources: Use of email is essential for this role.

Budget: As set for the particular committee.

Liaison with: As described by the committee role.

Appointed by: The specific committee or group.

Expanded description see:

- Quaker Faith and Practice 3.21 (Convener); 3.12 (Clerkship).