

## **Nailsworth Quaker Meeting Role Description**

### **Clerk / Convener Finance and Premises Committee**

How many: Usually one.

What they do: Convene meetings of the committee at agreed intervals.  
Be the contact for those either within Nailsworth Meeting or other agencies wishing to communicate with the work of the committee.  
Be responsible for compliance with the tasks given on the Premises Compliance form issued by Area Meeting Trustees and for completing the annual Compliance form.

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

Why they do it: To contribute to the sustainability of our meeting and meeting house as a place of worship and fellowship

To help Trustees in carrying out their statutory duties, to coordinate the work of Finance and Premises committee and support committee members in carrying out their tasks.

Resources: Use of email is essential for this role.

Budget: As set for the particular committee.

Liaison with: Trustee, Treasurers, Warden's Link, Warden, Committee Members, Clerk

Appointed by: The members of Finance and premises committee.

Expanded description see:

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