

## **Nailsworth Quaker Meeting Role Description**

### **Membership Clerk**

How many:	This is undertaken by one person working in partnership with Overseers and Elders
What they do:	Keeps the electronic record of membership for Nailsworth meeting updated and entered onto the Q-list (the yearly meeting database) Produces a printed copy of the Membership list every two to three years. Shares membership data with the Area Meeting Membership Clerk. Be responsible for compliance with the data protection task given on the Compliance forms issued by Area Meeting Trustees for completing the annual compliance form.
When they do it:	With the involvement of Overseers and Elders, updates the membership list annually. Collects and updates all membership details every two to three years and produces the printed list.
Why they do it:	To provide Friends with definitive lists of the members, attenders and children who are associated with Nailsworth Quaker meeting, observing the legal requirements for data protection.
Resources:	Use of email is essential for this role and the membership Clerk needs sufficient IT skills to produce a Membership List, including photographs. A template is available for this. Overseers collect information for new Attenders and Friends and share this with the Membership Clerk.
Budget:	Expenses can be reclaimed from the Treasurer(s). The membership book is paid for by the Meeting, and included in the annual budget.
Liaison with:	Overseers, Elders, Area Meeting Membership Clerk, Q-list coordinator.
Appointed by:	Nailsworth Quaker Meeting

#### Expanded description:

Periodically (about once a year) the Local Meeting list of Members and Attenders is reviewed in consultation with Overseers. If people have been attending regularly for between 6 months and a year, they are invited to come onto the Local List.

It is the Membership Clerk's job to send out this invitation along with a data protection form. The invitation stresses that joining the local meeting list is a way of demonstrating a commitment to the meeting and a willingness to offer something in return where possible. Joining the local meeting list is NOT just about joining a mailing list and this sometimes has to be explained to people.

The Local List is actually part of the Area Meeting list, but the AM list is only updated every three years.

Every two to three years a printed version of the Local Meeting list, with photographs, is produced by the Membership Clerk.

