

Job Description of Northern Yearly Meeting	
<i>Committee</i>	Officers
<i>Position(s)</i>	Assistant Clerk
<i>Date Approved by NYM</i>	2002
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Gifts:

Wisdom and willingness to make decisions, knowledge of Northern Yearly Meeting community, interpersonal skills, Friendly discernment, experience in Quaker process, organizational skills, ability to receive gracefully and benefit from feedback and/or suggestions, communication skills, previous clerking experience, sensitivity, ability to discern sense of the meeting.

Must be ready to preside at a NYM Meeting for Business should the Clerk be unable to serve or to take over the office of the Clerk entirely should this be necessary. Therefore, as with the Clerk, the Assistant Clerk should be well versed in the Friends' method of business, should be able to help Friends with diverse approaches find unity, and should be able to let the Spirit lead. Ability in business organization is helpful.

Responsibilities and Activities:

1. Assumes the Clerk's duties in the absence of the Clerk.
2. Approves expenditures of \$500 or less or forwards to the Executive Committee requests for more than \$500 from the Sufferings Fund, when the request is from the Northern Yearly Meeting Clerk or from members of the Northern Yearly Meeting Clerk's meeting (9/14/1984).
3. Attends all NYM Meetings for Business and Executive Committee Meetings.

Membership on Committees:

1. Is member of Executive Committee.
2. Communication Committee: Developed at the 2004 Annual Session and the Assistant Clerk identified as a member along to Corresponding Clerk, or rep from A and O, and the Newsletter Editor.

Reports and Correspondence:

1. Receives the Epistles from other yearly Meetings and makes a report on them at each NYM session.
2. Updates annually the policy and procedures decisions approved by the NYM Executive Committee or the Annual Session and submits to Corresponding Clerk for distribution.
3. Sends out the Yearly Meeting Epistle.

Qualifications, Appointment and Term:

1. Nominated by the NYM Nominating Committee and approved by the NYM Meeting for Business for a three-year term which may be extended one year. Should be a recorded member of one of the Northern Yearly Meeting Monthly Meetings.

Approved by NYM Exec. Committee October 5, 2002.