

Job Description of Northern Yearly Meeting	
<i>Committee</i>	Officers
<i>Position(s)</i>	Presiding Clerk
<i>Date Approved by NYM</i>	Proposed 03/2006
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<i>File Name</i>	<i>Officers/OFF-Presiding Clerk</i>

Gifts

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

Since the most important aspect of Clerk's job is clerking Meetings for Business, this Friend should be well versed in Friends' method of business, able to help Friends with diverse approaches to find unity, and able to let the Spirit lead. A Friend skilled in organizing correspondence and other background information will find this duty less difficult than one who has not learned this skill.

Responsibilities and Activities

1. Presides at NYM Meeting for Business and Executive Committee meetings
2. Carries out regular clerking duties between Northern Yearly Meeting sessions, such as initiating Executive Committee meetings and encouraging preparation of reports by Northern Yearly Meeting committee conveners for Northern Yearly Meeting sessions and Executive Committee meetings.
3. Authorizes requests for funds from the Sufferings Fund not exceeding \$500, following his/her satisfaction that this is the will of the local constituent group. If the request exceeds \$500, Clerk must contact Executive Committee for approval.
4. May be called upon by Treasurer to approve expenditures for travel funds to Friends' organizations or for other concerns.
5. Represents Northern Yearly Meeting to the public and responds to requests for information from individuals or organizations from outside the Yearly Meeting.
6. Keeps track of legal documents.
7. Ideally, Clerk spends one year as Clerk Designate prior to beginning his or her term as Clerk. During this year of preparation, Clerk Designate would attend clerk workshops and Executive Committee meetings and be a member of the Clerk's Team (along with Clerk, Assistant Clerk, and Recording Clerk).

Membership on Committees

1. Member of Executive Committee
2. Attends Executive Committee meetings in an advisory capacity for one year following the end of the term

Records Maintained

1. Proofreads and make corrections to NYM Meeting for Business Minutes before Recording Clerk completes the final typing.
2. **Compiles the Minute Book.**

Reports and Correspondence

1. Responds to correspondence needing answer before next Yearly Meeting session or is request for information. These should be dealt with as soon as possible.
2. Forwards Epistles from other Yearly Meetings to Assistant Clerk

Qualifications, Appointment and Term

1. Term is 3 years and can be extended one year.
2. Nominated by Northern Yearly Meeting Nominating Committee and approved by NYM Meeting for Business.
3. Clerk is recorded member of one NYM Monthly Meeting.
4. Clerk has a large job with many and varied duties but also has the prayers, support and love of Northern Yearly Meeting Friends to lighten the load.