

## **Recording Clerk Job Description (Unofficial, written by B. Dixon, 2009)**

Overall, the recording clerk is responsible for recording the discussion and minutes of the NYM Executive Committee meetings and of the meetings for worship with attention to business of the NYM annual sessions, and also is responsible for creating and distributing the minute book after the annual session each year.

### **Recording**

The NYM Executive Committee meets in fall and spring, in a place and at a time set by the NYM clerk. The annual session takes place in early summer at a time and place decided by the yearly meeting. In recent years, that has been over Memorial Day weekend at the Lions Camp, in Rosholt, Wisconsin.

The recording clerk should be present for these meetings. Sitting at the clerk's table, s/he records the sense of the discussion and all the minutes of the meetings. Each clerk's team works this process out in its own way. Some recording clerks record more of the discussion, some less; some clerks wish to have the recording clerk read back more of the discussion, some less. The minutes are accepted when approved by the body of Friends present.

### **Minute Book**

The minute book is a compilation of many of the written documents of the yearly meeting. Exactly what is included shifts somewhat from year to year. Always included are the following:

- The minutes from the two NYM Executive Committee meetings and from annual session
- The reports of any committees which report to the NYM Executive Committee or to the annual session
- The State of the Society reports, which are distributed at the annual session
- Memorial minutes

Often included are the following:

- Traveling minutes of guests to annual session
- Occasional written materials from plenary sessions at annual session
- Reports from committees which did not present
- The attenders list from annual session
- Table of contents, with page numbers

The recording clerk compiles all these materials and publishes them in a book sometime (the sooner the better) after annual session. It's the recording clerk's responsibility to locate a printer. NYM pays for these books.

Finally, the recording clerk distributes the minute books. It is helpful to mail copies to the clerk, assistant clerk, treasurer, and Ellen Brooks (who holds our institutional memory). Friends Center in Philadelphia would like to receive a copy. Otherwise, the recording clerk takes the minute books to subsequent meetings of the Executive Committee and annual session and asks those who take one to sign it out. Every monthly meeting or worship group is welcome to have one, as well as anyone who feels a real need for one.

### **Helpful Skills and Materials**

A laptop computer

Fairly strong technical skills (it can be challenging to combine all the various reports into a single, publishable file)

Good writing skills

Excellent listening skills—the recording clerk has to be in focus for all of the discussions of business meeting

Team skills—the recording clerk works as part of the clerk's team