

Job Description of Northern Yearly Meeting (NYM)	
<i>Committee</i>	Officers
<i>Position(s)</i>	Assistant Clerk
<i>Date Approved by NYM</i>	3/15/2025
<i>File Name</i>	2025-03-15_NYM_Assistant_Clerk_Job_Description

Gifts

• Wisdom and willingness to make decisions • Knowledge of the NYM community • Interpersonal skills • Experience in Quaker process and in dealing with conflict sensitively and faithfully • Organizational skills • Familiarity with online meeting technologies such as Zoom	• Ability to seek out, to receive gracefully, and to benefit from, feedback and/or suggestions • Listening and communication skills • Previous clerking experience, or previous experience in leadership positions • Ability to discern the sense of the meeting • Spiritual depth and grounding
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The Assistant Clerk 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 Friends' method of business, able to help Friends with diverse approaches to find unity, and able to let the Spirit lead.

The Assistant Clerk works collaboratively with the Clerk and Recording Clerk to plan business sessions, develop agendas, and gather reports.

Two Friends acting as co-Clerks may fill the positions of Clerk and Assistant Clerk.

Preparation

1. A Friend who is considering this position may find it helpful to have a clearness committee.
2. It is recommended that a Friend who is considering this position talk with the nominee for Clerk to make sure they will be a good fit.
3. It is important that the new Assistant Clerk meet with the outgoing Clerk and Assistant Clerk to learn about current NYM issues and projects. This will ensure a smooth transition and preservation of institutional memory.

Responsibilities and Activities

1. Assumes the Clerk's duties in the absence of the Clerk.
2. Attends all NYM Meetings for Business and Interim Session meetings, and assists the Clerk with facilitating the meetings. Helps the Clerk develop meeting agendas along with the Recording Clerk, and in consultation with NYM committee Clerks. Helps ground the Meeting for Business in Spirit.
3. Helps the Clerk plan Interim Session meetings, including Friday evening programming and coordination with the hosting Meeting (if held in person).
4. Helps the Clerk carry out regular clerking duties between NYM sessions and Interim Sessions, such as encouraging preparation of reports by NYM committee conveners and bringing emerging issues to the appropriate committee or working group.
5. May help the Clerk maintain contact with committee Clerks and representatives to Friends' organizations throughout the year, supporting them and encouraging them in their work.
6. May help the Clerk with other responsibilities as mutually agreed upon.
7. Helps facilitate the transition of clerking responsibilities to the next Clerk.

Qualifications, Appointment and Term

1. Term is 3 years.
2. Nominated by NYM Nominating Committee and approved by NYM Meeting for Business.
3. Assistant Clerk is a member of a NYM Monthly Meeting.