

QUAKERS in YORKSHIRE

Role Description

Title of role: Assistant Clerk

Length of term of service: 3 years, (with possible renewal for a second term)

What the role entails

This is a new role (2023) to be part of the clerking team for Quakers in Yorkshire (QiY). The role-holder will work with the Co-Clerks of Quakers in Yorkshire to fulfil the clerking tasks. In particular, it is expected that the Assistant Clerk will assist with the organisation and administration of QiY and have particular responsibility for helping to arrange the quarterly meetings, including blended meetings, and events coming under the remit of QiY.

The Assistant Clerk will also work with the QiY Support Role-holder to maintain good communications with local meetings and members across Yorkshire.

The duties of the Assistant Clerk will be agreed with the Co-Clerks and Clerk of QiY Trustees. It is not expected that the Assistant Clerk will need to draft minutes or sit at the table during the quarterly meetings.

Desirable skills, experience and availability of training

The desirable attributes and experience for the Assistant Clerk (Communications) of QiY are:

- Organisational ability;
- Understanding of Quaker business method;
- Computer skills including email and word-processing;

The following would be useful or could be developed:

- Website publishing;
- Interest in exploring new forms of communication.

The role will suit someone with enthusiasm for the Quaker business method and interest in enhancing the future of Quakers in Yorkshire.

Frequency of meetings and the time commitment envisaged

The Assistant clerk will be in regular communication with the Co-Clerks and Support Role-holder (who is responsible for the production of the quarterly newsletter). The main focus of activities is the quarterly meetings for which all the clerks are responsible for organising with the help of the Arrangements Committee.

The time commitment is difficult to indicate because this is a new role and depends on how much time the appointed person wishes to give to the role.

To find out more:

Talk to David Olver (Clerk of QiY Trustees), or the Co-Clerks.

Date: 11 July 2023

Tasks for which the Clerks of Quakers in Yorkshire are responsible

This is a list compiled by previous clerks of their tasks.

Meetings

Organising all aspects of the quarterly meeting (venues, topics, speakers, notices)

Liaison with local Friends who are hosting meeting.

Collecting and deciding which testimonies to read to meetings.

Clerking meetings.

Drafting minutes.

Follow-up activities – minutes and their distribution, thanks, appointments, actions, submitting a report to *The Friend* or delegating responsibility for this.

Appointments and Records

Ensuring all appointments made by QiY are done properly.

Informing nominations committee of vacancies etc.

Keeping archival records of minutes, papers and documented activities.

Depositing records at University of Leeds, by liaising with Friends who are Custodians of Yorkshire Quaker Archives.

Ensuring that the triennial Book of Members and Attenders is compiled, printed and distributed.

Bodies for which QiY is responsible

Liaison with relevant clerks or officers of bodies for whom QiY has some responsibility – Bootham, The Mount, Breckenbrough, Glenthorne.

Contact person for other groups for which QiY appoints representatives.

Committees and groups

Arranging and clerking the Arrangements Committee

Liaison with Nominations Committee

Liaison with Trustees and attendance (ex officio) at Trustees' meetings

Liaison with Outreach Projects Committee

Liaison with other QiY groups (Under 19s Coordinating Group, Yorkshire Friends Holiday School, Junior Holidays, Easter Settlement)

Liaising with BYM Yorkshire Youth Development Worker and Local Development Worker

Communications

Liaison with clerks of seven Area Meetings.

Dealing with correspondence (mainly now by email).

Contact person for BYM and other regional/area meetings.

Ensuring that someone responsible for on-going communications:

Website, Calendar, Triennial Book of Members and Attenders, between meetings e-mails, Twitter account

Printed/Online programmes or newsletters

The following are currently done by the QiY Support Role-holder:

Collection of information for each meeting and other items of interest to Friends.

Production of programme/newsletter.

Distribution of newsletters.

Compilation and maintenance of postal and email address lists.

Distribution of programmes online

Liaison with Friend(s) responsible for Website.