

QUAKERS in YORKSHIRE

Role Description

Title of role: Co-Clerk of Quakers in Yorkshire

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

What the role entails:

Clerking of Quakers in Yorkshire (QiY). QiY is a regional gathering for Friends in seven area meetings. It provides pan-Yorkshire service and is a registered charity No. 1139514.

There are currently two co-clerks who share the tasks. (See list below). The sharing of roles has worked well. The division of the tasks is agreed between the clerks. In the past one of the clerks is responsible for correspondence and liaison with all QiY groups and the other clerk is responsible for the preparation of the printed and online communications before and after meetings, but this is for the two clerks to agree.

Desirable skills, experience and availability of training:

The desirable attributes for the clerks of Quakers in Yorkshire are similar to that of any clerk in the Society of Friends:

- organisational ability,
- minuting skills,
- sensitivity to the needs of the meeting,
- understanding of Quaker business procedures,
- acceptance of being the servant of the meeting.

Reasonably good computer (email/word processing) skills are essential as electronic communication can considerably lighten the load.

It is likely that QiY clerks will have had experience of being clerk at national, area or local level.

Frequency of meetings and the time commitment envisaged:

(a) Preparation, clerking and follow-up of quarterly meetings.

(b) 'Leadership' of QiY and liaison with QiY groups.

Time commitment is not onerous compared to (say) area meetings as there are only four meetings per year and the on-going work is not often time-critical.

Keeping Friends informed:

Continual attention to communication and encouraging feedback is vital.

To find out more:

Talk to current or previous clerks. [David Olver 2008-2013, Chris Love 2014-2019, Arthur Pritchard 2016-2021].

Date: May 2019

Co-Clerks Quakers in Yorkshire – Summary of tasks shared between co-clerks

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.

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, when appropriate.
Liaising with Friends who are Custodians of Yorkshire Quaker Archives.
Ensuring that someone is appointed to compile the triennial Book of Members.

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, The Retreat.
Contact person for other groups for which QiY appoints representatives.

Committees and groups

Arranging and clerking the twice-a-year Arrangements Committee
Liaison with Nominations Committee
Liaison with Trustees (the Co-Clerks can attend meetings of Trustees, but are not themselves Trustees)
Liaison with Outreach Project Group
Liaison with other QiY groups (Under 19s Coordinating Group, Yorkshire Friends Holiday School, Junior Holidays, Easter Settlement)

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.

Printed/Online programmes or newsletters

Collection of information for each meeting and other items of interest to Friends.
Production of programme/newsletter.
Liaison with printer.
Compilation and maintenance of postal and email address lists.
Distribution of programmes online (mailings done by printer).