

Recording Clerk

Approved at MFB, February 6, 2006

The Recording Clerk:

- Maintains the permanent minutes of the Monthly Meeting for Business
- Prepares the minutes for the Monthly and called Meetings for Business, in consultation with the Clerk and Meeting
- Handles such correspondence as may be required by the Clerk or the Meeting
- Oversees the part of the Meeting's budget that pertains to this charge, as directed by Monthly Meeting.
- Maintains accurate working records of her/his office and ensure those records are passed along to the next Recording Clerk
- Is encouraged to ask for help from Meeting members and attenders in carrying out these responsibilities