

## **Clerk**

*Approved at Meeting for Worship for Business June 14, 2020*

*(Edited to remove non-gender-inclusive language, as approved June 13, 2021)*

The Clerk is the principal designated representative of the Meeting. General oversight of the Meeting's activities is the Clerk's major responsibility. The Clerk must be a recorded member of the Religious Society of Friends. The responsibilities of the position include:

- Presiding over Monthly and Called Meetings for Business, which includes preparation of the agenda.
- Representing Meeting as signatory in any contracts undertaken (such as lease agreements or real estate transactions), as authorized by Meeting for Business
- Signing statements or taking positions on social justice issues on Meeting's behalf, as directed by Meeting for Business or in consultation with the Peace and Social Justice Committee between Meetings for Business when the clerk is confident of a clear sense of the Meeting.
- Serving as the official representative of the Meeting in contacts with various outside groups, except where the Meeting has designated other representatives.
- Presiding, as requested or appropriate, at special gatherings such as weddings and memorial services.
- Coordinating the work of officers, committees, and other persons carrying on the work of the Meeting.
- Nominating members for annual Nominating Committees.
- Reviewing and forwarding, as appropriate, correspondence received by the Meeting.
- Handling correspondence not specifically the responsibility of other officers or committees.
- Acting in emergency situations on behalf of the Meeting, including the disbursement of Meeting Funds.
- Suggesting possible actions for the Meeting, its committees, and its officers.
- Overseeing the part of the Meeting's budget that pertains to this charge, as directed by Monthly Meeting.
- Maintaining accurate working records of the office and ensuring those records are passed along to the next Clerk.

The Clerk is encouraged to ask for help from Meeting members and attenders in carrying out these responsibilities.