THE RELIGIOUS SOCIETY OF FRIENDS (Quakers) IN BRITAIN

THE SOUTHERN MARCHES AREA QUAKER MEETING

CYFARFOD CRYNWYR RHANBARTH Y GORORAU DEHEUOL

Job/Role Description: Assistant Area Meeting Clerk (Correspondence)

1. **The primary task of the Assistant Clerk (Correspondence)** is to assist and support the Area Meeting Clerk in matters of correspondence. This involves:

- Acting as a filter to incoming mail, some of which it will be deemed necessary to forward to the Area Meeting Clerk for action or just for information. Some mail can be forwarded to other appropriate recipients for action, and some will require acknowledgement and answer.

- Reading written reports, letters and whatever documents the Clerk sees fit to present to the Area Meeting.

- Writing to those appointed by Area Meeting to advise them of the decision and also to write to those who have laid down their service and thank them.

2. Administrative tasks involved:
- Writing letters and assisting in following up AM business
- Being available for consultation by the clerk between meetings as required

3. Frequency, location and types of meetings involved:
- Regular meetings with the clerk and AM planning group, usually in between Area Meetings
- Travelling to AMs within the local area

4. Approximate monthly time commitment:
- Four days

5. Legal requirements, if any, relating to post:

(none)

6. Trienniums expected (and progression):
- One, but possibility of being asked to continue in role for a further triennium

7. Training available to start, and ongoing:
- Learning from previous post occupants
- Woodbrooke Clerks courses

8. Personal qualities and skills needed:

- A willingness to learn
- A sense of humour, flexibility, tolerance
- The ability to exercise discernment and sensitivity towards the Meeting

9. Technical, computer use or administrative skills needed

- IT skills are likely to be needed, including use of email and word processing
- Personal organisational skills will be helpful

10. Experience needed, or desirable:

- Experience of the ways of Friends is helpful

11. Is membership required?

- Yes

12. Knowledge of Quaker Business Method required?

- Yes

13. Sources of support (including identified 'mentor/s'):

- Previous post holders
- Clerk to A.M. and AM Clerking Team
- Trustees

14. Quaker Faith and Practice references:

- 3.12 to 3.20

15. Other helpful sources of information and guidance:

- Friends House

16. Help with expenses:

- Through the AM Treasurer

Comments and helpful information (e.g. from previous post holder)

The rewards: Involvement and friendship with Friends across the Area Meeting. An increased knowledge of the structure and workings of the Society of Friends. A sense of achievement, not to mention relief, at the completion of each Area Meeting session. A sense of satisfaction in both serving the Meeting and making the clerk's job a little easier.

13.07.2022