THE RELIGIOUS SOCIETY OF FRIENDS (Quakers) IN BRITAIN

THE SOUTHERN MARCHES AREA QUAKER MEETING

CYFARFOD CRYNWYR RHANBARTH Y GORORAU DEHEUOL

Job/Role Description: Area Meeting Clerk

The Area Meeting Clerk occupies a key role in the Area Business Meeting. In addition to preparing the business, conducting the meeting and drafting the minutes, the Clerk helps the meeting to discern God's will and find the way forward.

Support is given by the Assistant Area Meeting Clerk and the AM Clerking Team.

1. List of main responsibilities:
   - Assemble, plan and circulate the programme of Area Meetings for the year
   - Create and circulate the agenda for each Meeting, giving prayerful consideration to what should, and should not be included. This can involve acting as 'gatekeeper' and taking careful prior consideration of any matters which could be difficult or controversial
   - Gather and circulate documents well in advance to support the agenda
   - Formulate and prepare drafts for Consent Minutes where necessary, and circulate in advance
   - Plan the processes and sequence of events to take place in the A.M. sessions, including the timing and support of visiting speakers.
   - Lead and pace the business of the session and help the A.M. to frame and record its decisions in the form of coherent and economical minutes.
   - Following the A.M. session, perform or delegate, for example to the Assistant A.M. Clerk, all the necessary work arising from the Meeting, circulating Minutes, acting on decisions, writing letters and other tasks arising
   - Consulting, delegating or coordinating, as appropriate with other officers of the A.M. especially the Assistant Clerk, in ongoing matters of Quaker business
   - Taking a central role in much of the business in the area and being available to be consulted about matters.
   - Supporting, advising and seeking support and advice from other A.M. post holders
   - Speaking for, or delegating Friends to speak for, the Area Meeting when asked to do so by other bodies and organisations

- Maintaining an ongoing supportive relationship with A.M. Trustees, providing information and advice, and assisting them in their work
- Liaising with and supporting Meeting for Friends in Wales in their endeavours
- Liaising with and supporting Britain Yearly Meeting, and seeking advice and support where necessary.

2. Administrative tasks involved (e.g. preparation, reports, arranging meetings, records):
   - Managing a small home-office and filing system
   - Arranging and preparing for meetings
   - Dealing with the administrative work arising from A.M. business
   - Delegating tasks to the assistant Area Meeting Clerk, and others within the A.M. as needed
   - Writing reports

3. Frequency, location and types of meetings involved:
   - Area Meetings may be 10 a year
   - Regular meetings with Trustees
   - Meetings throughout the area, and beyond, according to need

4. Approximate monthly time commitment:
   - At least one day a week

5. Legal requirements, if any, relating to post:
   - None

6. Triennia expected (and progression):
   - One, with a likelihood of being asked to serve a second triennium

7. Training needed to start, and ongoing:
   - Training for Clerks is offered by Woodbrooke Quaker Study Centre
   - Support from previous AM Clerks
   - Support from BYM

8. Personal qualities and skills needed:
   - Experience of the ways of Friends and the Quaker business method
   - Strong organisational skills
   - The ability to listen and to communicate with others, and to speak in public
   - The ability to keep calm and think clearly under pressure
   - A sense of humour is needed
   - The ability to summarise discussions and sense the feeling of Meetings is important.
   - The ability to create notes and minutes with concision and clarity

9. Technical, computer use or administrative skills needed
    - Use of IT for report writing, emailing and record keeping is necessary
    - Access to a telephone and broadband is necessary

10. Experience needed, or desirable:
    - Experience of clerking in a Quaker context

11. Is membership required?
    - Yes

12. Knowledge of Quaker Business Method required?
    - Yes

13. Sources of support:
    - Area Meeting Clerks' Cluster www.quaker.org.uk
    - Clerks' Monthly Mailings – Quaker Life at Friends House
    - Experienced Friends within the A.M.

14. Quaker Faith and Practice references:
    - Chapter 3, 3.12 – 3.20 (general guidance)
    - Chapter 4 – Area and Local Meetings

15. Other helpful sources of information and guidance:
    - Other Area Meeting Clerks within Crynwyr Cymru/Quakers in Wales and beyond

16. Help with expenses:
    - From A.M. Treasurer on request

Rewards to be found in this service:

- There is great satisfaction to be found in serving our Quaker community in this role. It is a challenging role which can nevertheless provide opportunities for personal spiritual growth and development. There is much learning to be gained from the many and varied experiences of Clerking at this level.

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