

## **Recording Clerk Job Description**

The Recording clerk is appointed for one Annual Meeting and their only responsibility is at that Annual Meeting. The role of The Recording Clerk is to assist the clerk during business sessions at Annual Meeting. The Clerk may ask the Recording Clerk to read letters and reports to the meeting. They should offer help and advice to the clerk where necessary and write the minutes for the meeting. The Recording Clerk should have a good knowledge of the Quaker business method and the process of discerning the sense of the meeting and suggesting minutes for approval by the gathering body. Each item needs to be minuted as the meeting progresses so it is essential that the recording clerk has the ability to 'think on their feet' and to have a good command of English. The Recording Clerk will type up the minutes onto the Quaker House computer on the Sunday morning of Annual Meeting ready for distribution by the EMEYF Secretary.

It is helpful if the Recording Clerk can arrive on Thursday night or Friday morning prior to Annual Meeting to go through the agenda with the Clerk.