

## Job Description for the Presiding clerk, Madison Monthly Meeting

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A clerk is "...the channel through which the Meeting's sense of God's leading flows."

Howard Briton *Friends for 300 Years*

"The clerk's role is to point the mirror [of the Meeting] towards the Truth, he cannot try to be the source of the light." Michael Sheeran, *Beyond Majority Rule*, Philadelphia Yearly Meeting

"The role of the clerk is not a position or title that carries authority. It is simply a particular way that a person chooses to serve the Meeting" Darla Samuelson, *Agreeing Upward: A Look of Quaker Business Meetings and the Role of the Clerk*

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- Clerk Monthly Meeting for Business (MfB)
  - Welcome and center the Meeting
  - Facilitate the Meeting through the agenda
  - Hold a worshipful spirit
  - Seek out and share a Sense of the Meeting
  - Confirm from Meeting acceptance of reports and approval of proposals
  - Collaborate with the recording clerk on minutes for each agenda item
  - Confirm approval of these minutes
  - Close MfW with a period of unprogrammed MfW
- Prepare for MfB
  - Facilitate the timely submission of committee reports, proposals, etc. that need to be brought to MfB (This is usually done via email to the conveners of the nominated committees, and a notice in the weekly MMM newsletter.)
  - Develop and order an agenda in collaboration with the MMM Clerk's Team
  - Compile a document composed of the agenda and corresponding reports and proposals, and send this document out to the Meeting via the list-serve
  - Communicate with conveners of committees on agenda items that require special consideration and/or collaboration
- Convene the Clerks Team
  - Develop a draft agenda for a monthly meeting of the Team
  - Agenda items for this monthly team meeting usually include consideration of the last MfB and development of the agenda for the upcoming MfB
  - The MMM Clerks Team is composed of the recording clerk, the 2 assistant clerks from early MfW, and the 2 assistant clerks from late MfW
- Correspond on MMM business related matters, including membership transfers, traveling minutes, etc.
- Be an active member of MMM
  - Attend MfW on a regular basis
  - Participate in Meeting events and discussions, especially those that relate to potential MfB agenda items
- Be available to MMM committees, especially for agenda items that require collaboration between two or more committees
- Be a back-up for the MMM treasurer, e.g. write MMM checks if there is a timely need and the Treasurer is not available
- Convene meetings of MMM committee conveners, especially those that are nominated, on an as needed basis, but at least once a year (This is a tentative and nascent role for the presiding clerk.)
- Legal responsibilities: Represent Meeting in legal matters if necessary