

EMEYF Clerk

Depending on the situation, EMEYF may appoint one or two clerks. When there are two clerks, they can divide the tasks mentioned below according to need. They may choose to adopt the working titles clerk + assistant clerk, clerk + recording clerk or simply two (co-)clerks. Clerks are usually appointed for three years.

The clerk clerks the meetings for worship for business that are held by EMEYF or by EMEYF Communications Committee on behalf of EMEYF as a whole. These meetings can be face to face or via Skype if needed. Usually, EMEYF does business at Annual Meeting around October and at Spring Gathering around Easter. Communications Committee strives to have at least one face to face meeting, usually in springtime. For decisions that need to be taken in between CC may choose to convene through Skype.

Personal requirements and benefits, support

On the whole, the amount of the work done by the clerk depends upon their personal circumstances and the time they have available. Remember, it's only a voluntary position and the clerk is not expected to take the world on their shoulders! For a lot of tasks, it is your job to bring them up at the time, and make sure someone is doing them, that's not necessarily yourself/yourselves. Therefore, the clerk needs to be a confident leader at times, but always a good teamplayer.

While serving as EMEYF clerk in between gatherings requires some qualities like being a good communicator and organiser, we believe that clerking business sessions is a task that every Friend can fulfill: The clerk is serving, listening, and typing.

As an international and multilingual community, we especially encourage those who are not native speakers of english, not to shy away from serving as a clerk.

EMEYF is very keen on exploring the Quaker business method and experience discernment. Therefore, clerking EMEYF provides you with loads of learning opportunities about the Quaker Way (and the "Young Friend's way").

Being a clerk of EMEYF can be quite an intense job, as it means serving a community that takes "living adventurously" quite seriously. But if you are open to it, you will find the intersections of your own journey and EMEYF's rewarding. Support is available especially from the elders. It is possible to take a workshop on clerking at Woodbrooke or use other resources.

Typical Tasks of the clerks are ...

... at Annual Meeting (AM) and Spring Gathering (SG):

- Draft an agenda for the business meeting (paying special attention to anything passed on from Communications Committee).
- If needed, send out information on the positions for which nominations committee will be seeking people to the email list two weeks in advance.
- Contact those speaking in sessions before annual meeting to ensure you and the speaker are aware of the nature of the item (e.g. try to estimate how long it will take, and determine whether a decision has to be reached).
- Work with the secretary to copy the agenda and any written reports (e.g. Spring gathering Report, representatives' reports). If needed and possible, write a

'document in advance' that contains e.g. general information on EMEYF and relevant minutes from the past to facilitate the participants in their preparation.

- Clerk the meetings (e.g. guide the business and introduce items, watch the time – you are 'servant of the meeting', but be prepared to exercise authority if necessary). The task of the clerk is to formulate the 'sense of the meeting'. Be aware that to be able to do this you may wish to refrain from participating in another way.
- When there are two clerks, facilitation and minuting can be split up between the two.
- Type up the minutes, preferably before leaving AM.
- Make sure the minutes and reports are sent out to those to whom it may concern and are properly archived.
- Write to any invited speakers afterwards to thank them on EMEYF's behalf.

... with Communications Committee (CC)

- Arrange date and place for meeting with CC.
- Draft an agenda for the business meeting (paying special attention to anything passed on from annual meeting).
- Make sure everyone with an item of business is prepared beforehand.
- Clerk the meetings and take the minutes.
- Type up the minutes and circulate around CC with a list of tasks they agreed to undertake at the meeting.

... between Business Meetings

Generally the clerk is expected to keep up-to-date with anything concerning EMEYF, whether this is from the secretary, members of the communications committee or representatives on other bodies. The clerk keeps an overview of the organization and supports/encourages other people in their roles as committee members, editors and representatives. The clerk should also feel able to ask for support from others if needed. Especially the elders are specifically asked to watching over the spiritual nature of the meetings and to support others in their roles.

Some specific tasks include:

Being the contact person of our secretary (shared responsibility with the elders).

If needed, signing papers for EMEYF

Email correspondence during secretary absence (summer holidays usually)

Maintaining and building on relationships with other (related) organizations and people.

Keeping an eye out for the representation of EMEYF at external meetings and gatherings. (EMEYF will at times receive an invitation to send a delegate to certain events.)

last updated 4/2014 by Mieke van Opheusden and Esther Köhring