

2011
Fran Jeannette Raymond

The Role of Clerk

Here is the list that came out of the clerk's orientation meeting on Sunday April 10th. These are suggestions. You may want to go through this list and add your own notes and highlight the things you want to work on this year.

The second page is some of my own thoughts (informed by others)

Jeannette

- 1) Connecting personally with each member of the committee
 - i) Calling each member
 - ii) Maintaining an e-mail list (or mailing list)
 - iii) Double checking the list from nominating committee (find out who the nominating committee member assigned to your committee is by calling Tom Ward or Susan Hoch)
- 2) Meetings
 - i) Convening meetings
 - ii) Setting agendas
 - iii) Meeting preparation – is information needed to support decisions available?
 - iv) Facilitating/clerking meetings
 - v) Setting the environment where decisions can be spirit-led
- 3) Follow-up on details between meetings
 - i) Keeping track of details
 - ii) Recording minutes – especially decisions
- 4) Setting a sense of direction
 - i) Providing a spark for the committee's work
 - ii) Being able to articulate the major focus for the coming year
- 5) Monthly Meeting
 - a) Discerning what issues may need to surface to the attention of the whole meeting
 - b) Annual reports to Monthly Meeting
- 6) Flexibility on how things can be done
 - i) Engage others in the meeting on an ad hoc basis
- 7) Communication between committees
 - i) Passing on items that fit into another committees work
 - ii) Communicating about items that affect the work of other committees
 - iii) Initiating appropriate "seasoning" processes when there is a need for coordination between committees
 - iv) Coming to monthly meeting facilitates communication