# Assistant Clerk (s)

## Role:

* Provide coaching for committee clerks on agenda development, group dynamics, and advancing committee work
* Facilitate connections between committees, especially on related or overlapping work
* Provide relevant information to clerk of the meeting and clerk of nominating committee

## Preferred knowledge and experience:

* Experience clerking a meeting committee
* Broad knowledge of the activities of the meeting

*Note – this could provide a pool of people to consider for future clerks, but is not a proscribed pathway to becoming clerk – this still would be a nominating committee role*

## Tasks:

* Monthly or bi-monthly emails to committee clerks
  + Offer to provide support if needed – committee clerks should initiate request with a phone call or return e-mail
* Check-in by phone with each committee clerk twice a year
  + Once as committees start (April, May, June)
  + Once in the fall (October, November, December)
  + Phone calls may ask about committee functioning, has the committee met, what’s going well, what is not going well, how is the committee working together, how is the committee getting their work done, is the membership holding steady, connecting to other committees work if relevant, connecting with expertise or resources in the meeting if needed
* Attend occasional committee meetings if needed
  + For example: observe clerking approach, address conflicts, provide information on Quaker and or Meeting process
* Attend Monthly Meeting at least 6 times a year
* Communicate with clerk of the meeting
  + emerging issues;
  + possible monthly meeting agenda items
* Communicate with the clerk of nominating committee
  + about perspective on committee needs

*Note - nominating committee also consults with each committee clerk about committee needs*