

# Committee Clerking 101

## Things to do right away (July)

### ⇒ Learn about your committee.

Read a description of your committee's duties in the directory. Committee members and the past committee clerk can also tell you about the committee's activities.

### ⇒ Committee members.

The list of committee members in the directory is for the fiscal year ending in June. For an up-to-date list, contact the Nominations Committee or look in the June and July newsletters, which are available online.

(nominations@chapelhillfriends.org, www.chapelhillfriends.org)

### ⇒ Contact Publications and Records.

- Let P&R know that you are the clerk of this committee. (news@chapelhillfriends.org).
- Your committee has an email address. It is listed in the directory and on the website. It can be forwarded to you or to the whole committee. Let P&R know which you prefer.
- Your email address will be added to the "clerk listserv." This is only for clerks. Let P&R know what email address you would like to use for this.
- You can send messages to ALL clerks at clerks@chapelhillfriends.org.

### ⇒ Committee meetings.

Figure out how often your committee needs to meet and when they have been meeting. Make a plan with your committee for future meetings. If your committee meetings are open and you would like to publicize them on the calendar (online or in the newsletter), let P&R know when they are. This can be a recurring meeting (e.g., third Wednesday at 7pm) or on a meeting-by-meeting basis. **Remind committee, especially new members, of the first meeting of the (fiscal) year.**

## Things to know for later

### ⌘ Annual Report.

You (and your committee) are responsible for writing your committee's annual report and presenting it at Business Meeting (MWAB). You can see old annual reports in the newsletters archived on our website. (Annual reports are attachments to the MWAB minutes.) The month your report is "due" is listed in the directory. If you need to reschedule, contact the clerk of the Meeting. (clerkofmeeting@chapelhillfriends.org)

The report should be approved by the entire committee. 1-2 weeks before MWAB, email your report to P&R (news@chapelhillfriends.org) for posting on the listserv. (You might also put paper copies in the foyer for Friends to read, and announce that they are there after Meeting.) After the Meeting receives your report at MWAB, send a final version to the Recording Clerk for inclusion in the minutes (news@chapelhillfriends.org).

### ☞ Access to buildings

There are entry codes for the buildings. The Schoolhouse also has an alarm system. Details are on page 4. The resident (John Hite, resident@chapelhillfriends.org, 929 5377) can answer questions. (If you're reading this online, page 4 has been left off.)

### ☞ Room reservations.

Room reservations are made with John (see above). You can check availability on the building-use-calendar on the website, but you must confirm availability and make a reservation with John. John can answer questions about the building (including what kind of equipment and supplies the Meeting has), but you are responsible for unlocking/locking up, lights, equipment set up, food, clean up, and parking. Questions on the suitability of the space for your group can go to the Building and Grounds Committee (buildingandgrounds@chapelhillfriends.org).

### ☞ Newsletter and Listserv deadlines.

The newsletter comes out on the first Sunday of each month. The deadline for the newsletter is 10pm on the last Sunday of each month. The listserv comes out on Tuesday and Thursday. The deadline is 5pm on Monday and Wednesday. "In The Light" emails are sent as necessary. Email submissions to news@chapelhillfriends.org. Please include whether you want them in the newsletter, the listserv, or both.

This email can also be used to reach the Ministry and Worship committee with Announcements (see below).

### ☞ Announcements.

Announcements to be read at the end of Meeting can be sent to Ministry and Worship (use news@chapelhillfriends.org and M&W will get it) or put into their mailbox. Please include all relevant info (dates & times, contact person) and dates to be read.

### ☞ Committee membership updates.

If anyone joins or leaves your committee, tell P&R and Nominations. (news@chapelhillfriends.org, nominations@chapelhillfriends.org)

### ☞ Nominations Committee.

The Nominations Committee begins their process in January. Assess your committee's membership: do you need more members to help with duties? Are members' terms up and do they want to serve another term? Is anyone leaving early? Nominations will contact you to ask, but if you have concerns you can contact them early. They are grateful for suggestions of new members. (nominations@chapelhillfriends.org)

### ☞ MWAB.

If you have an item to discuss at MWAB, send it to the clerk of the Meeting at least 2 weeks in advance, so (s)he can include it on the agenda. There will be an opportunity for last minute changes to the agenda at the start of each MWAB, but this should only be used when absolutely necessary.

You or someone from your committee is encouraged to attend MWAB.

#### ✂ Budget.

Your proposed budget for the fiscal year (July to June) is due to the Finance Committee in March. Budgets are drafted in May. ([finance@chapelhillfriends.org](mailto:finance@chapelhillfriends.org))

#### ✂ Forums.

The Adult Religious Education Committee (ARE) plans the weekly forums. If your committee has an idea for a forum, you can read about the forum-planning process on our website. Contact ARE for more information. ([adultreligiouseducation@chapelhillfriends.org](mailto:adultreligiouseducation@chapelhillfriends.org))

#### ✂ Picking the clerk.

In July, your new committee will meet for the first time. The committee can reconfirm the current clerk or discuss a new clerk. (They do not have to pick a new clerk in July. Discernment of the clerk can begin before July as well.)

## **Resources**

Our website contains a wealth of information including links to other Quaker organizations and “Quakers Speaking Out,” articles written by Meeting members about politics and other subjects. The online calendar can tell you if a room has been reserved. All newsletters are archived, both on the website and in hard copy in the library. You are encouraged to poke around.

In particular, the section “Faith and Practice Documents” has a link to “Guidance for Clerks” which contains the following articles:

- ✂ The Role of Clerks: this contains guidelines for running a committee meeting as well as running a committee in general.
- ✂ The art of discerning sense of the committee: this contains guidelines for running a committee meeting in a Quakerly way.
- ✂ Guidelines for Youth Liaisons: this contains helpful hints for dealing with teenagers, like, “Teenagers often don’t read emails.”
- ✂ Annual Cycle of Committees: this includes clerk duties listed by month, as well as “Brass Tacks of clerking a committee.” (There is some overlap with this document.)
- ✂ Committee Clerking 101: this is this document, minus page 4!