

Guidelines for Clerks

The annual cycle of committee life

The Meeting year runs from July 1 – June 30th.

June - At the end of the year, the committee should identify someone who will take responsibility for convening the first committee meeting of the new year.

Between July and September - At the first committee meeting of the year, the committee should discern who will be clerk for the coming year.

February – Discuss needs for new committee members. Ask who on the committee is rotating off and who plans to stay on the committee. Generate a list of possible new committee members and submit that list to Nominating Committee.

March – Discuss budget needs in committee and submit budget for next year to Finance Committee.

Varies – During the year, each committee submits an annual report of the committee's work to Meeting for Worship with Attention to Business. The month in which the report should be made is listed in the Meeting directory. What to include in the report should be included as an agenda item for the committee, and committee members should have an opportunity to review and provide input on a draft of the report.

Brass tacks of clerking a committee

Look at the description of your committee's responsibilities as it is listed in the directory. Consider reading this at the first committee meeting each year. The Committee can change the description in the directory. If you wish to make a change, check with the Clerk to see if the change needs to go before Meeting for Worship with ATTN Business for approval.

Start and end each meeting with a period of worship.

Create an agenda prior to each meeting. Refer to the prior month's minutes to identify action items that should be reported back on to the committee.

Establish a regular monthly meeting date, time, and place. Send email reminders with a draft of the agenda several days prior to the meeting.

Identify a committee member willing to take minutes each month.

At the end of the committee meeting, review who has agreed to do what prior to the next meeting and make sure the responsible person is clearly stated in the minutes.

Try to attend monthly Meeting for Worship with Attention to Business. If you cannot attend, identify a representative from the committee to attend in your place.

Consider divvying up the committee tasks and assigning responsibility for each task to a different committee member (e.g. Hospitality).

Discuss with the Clerk if the committee has an item that needs to come to Meeting for Worship with Attention to Business for approval, request for input, or information.

Keep a file with the Committee minutes, annual report, and other documents. Transfer the file to the next committee clerk and orient them to the position and key time frames for the committee's work.

Copy the Clerk of the Meeting when you email committee agendas and minutes.