

Committee Clerking 101

As a new clerk of a committee:

- The fiscal year, and the committee calendar year, begin in July. The Nominations committee will have done their work appointing new members to committees, and new clerks will begin their service in July each year.
- Learn about your committee: It is generally true that new clerks have been serving on the committee prior to becoming clerks. Still, it is good to spend some time learning about your committee. Read the description in the directory. Read the minutes of the June meeting, so you are aware of the status of items under consideration. Be sure you are familiar with the process that has been used for recording and retaining minutes – is it a rotation?
- Talk with the outgoing clerk and others to get information about the work of your committee. Be aware of who is new to your committee. (Are there any adjustments that need to be made about the meeting time and place for the upcoming year? Be sure the Meeting clerk knows when and where your committee meets. Check with the resident if changes are made to use of space at the Meeting house, or you need access codes for the building – resident@chapelhillfriends.org/ 919/9295377.) Remember, if you use the Meeting house, you and your committee are responsible for locking up, lights, etc.
- Contact Publications and Communications to notify them that you are the new clerk of the committee. Your committee has an email address, and you can request that P&C forward this email to you or the whole committee. Be sure P&C has your preferred email to be included on the clerk listserv. You can send email to all clerks at clerks@chapelhillfriends.org. If your committee meetings are open, and you would like them to be publicized each month, let P&C know this.
- Meet with the new members of your committee to welcome them, and orient them to the work ahead. (The June and July newsletters (online) will list new members of committees.)

Before each committee meeting:

- Create a draft agenda, using:
 - last month's minutes (to include items still under consideration)
 - the "Annual Cycle of Committee Life" document on the website
 - the Treasurer's report to track expenses, if applicable
 - any concerns gathered or brought to you or others on the committee since the last meeting.
- Send a reminder of the upcoming meeting, and the draft agenda, to committee members several days prior to the scheduled meeting, and ask for their comments or additions. Be sure to include who will be the recorder for the meeting.

- Send out the final agenda the 2-3 days before the meeting. Ask committee members to reply regarding their plans to attend the scheduled meeting. If helpful, make a few copies of the agenda to take to the meeting for those that may need it.

During the committee meeting:

- Begin and end the meeting with worship
- Welcome everyone. Help build community with a brief time of sharing or other process.
- Confirm the agenda. Prioritize the agenda. Stick to the agenda.
- Approve the prior month's minutes.
- Clerk the meeting. Serve as the facilitator. Encourage input. Encourage the best thinking. Help the committee look for God's leadings.
- Share your own information. Give your own opinion if no one else has made that point. Make suggestions.
- Gather the "sense of the meeting." Put words to it. State it clearly.
- State the details for carrying out the decision. Create action items: who is going to do what/how/when and report back to the committee? Be sure this info is recorded in the minutes. Be sure any other pertinent committees are notified of decisions or actions as needed, and that, if needed, info is sent to the appropriate communication channels: Announcements to Ministry and Worship committee, the Meeting newsletter at news@chapelhillfriends.org, or notices posted in the foyer.

After the committee meeting:

- Track any expenses using the Treasurer's reports; Sign off on any expenses determined in the meeting, and send to the Treasurer.
- Any committee reports, decisions, or announcements to go to Meeting for Worship with Attention to Business? Inform the Meeting clerk as soon as possible, preferably two weeks prior to the MWAB date.

Communication Notes:

- **Annual Report Process:** As noted in the "Annual Cycle of Committee Life," when your committee has approved their annual report, it should be emailed to Publications and Communications 2 weeks prior to being presented at Meeting for Worship with Attention to Business (news@chapelhillfriends.org) for posting on the listserv. After the report goes to MWAB, and is approved, send a final version to the Recording Clerk for inclusion in the minutes.

- **Newsletter and Listserv deadlines:** The newsletter comes out on the first Sunday each month. The deadline for the newsletter is 10PM on the last Sunday of each month. The listserv goes 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 the submission is to go in the newsletter, listserv, or both.
- **Announcements:** Announcements to be read at the end of Meeting for Worship may be sent to the Ministry and Worship committee. (ministryandworship@chapelhillfriends.org)
- **Committee Membership Updates:** If anyone joins or leaves your committee, notify Publications and Communications and Nominations. (news@chapelhillfriends.org, nominations@chapelhillfriends.org)
- **Meeting for Worship with Attention to Business:** 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.

Resources

- At the bottom of the page on the website, you will find “Guidelines for Committee Clerks.” This document, the “Annual Cycle of Committee Life,” “Discerning the Sense of the Committee,” and “The Role of Clerks” may be found there.
- The online calendar will indicate the space reservations at the Meeting house.
- There is a wealth of information on the site, including the visit/learn page, with links to other Quaker organizations, articles, videos. The newsletters are archived there as well.