

POSITION: RECORDING CLERK OF THE YEARLY MEETING  
(ANNUAL SESSION RECORDING CLERK)

APPOINTED BY: NPYM Steering Committee  
APPOINTED AT: Second Annual Session Steering Committee Meeting  
NOMINATED BY: NPYM Nominating Committee

TERM BEGINS:  
October 1.  
TERM LENGTH: 2 years.

REPORTS TO: Presiding Clerk of the Yearly Meeting  
WORKS PRIMARILY WITH: Presiding Clerk of the Yearly Meeting, Annual Session Planning Committee

EX-OFFICIO: member of Annual Session Planning Committee

DEFINITION: 1) Records and corrects the minutes of the Yearly Meeting sessions, and prepares the Proceedings in final form.  
2) Records and distributes the minutes for the Annual Session Planning Committee meetings.

TASKS & TIMELINE:

**\*\*January to March\*\***

Attends Annual Session Planning Committee meetings (usually 1-2 meetings), records minutes, and distributes them to Annual Session Planning Comm. members and the Steering Committee Clerk.

**\*\*April to Annual Session\*\***

Becomes familiar with methods and procedures for keeping minutes used in the past. Makes preparation for this year's minute keeping.

**\*\*During Annual Session\*\***

Attends all Annual Session plenary sessions.  
Assists the Presiding Clerk in formulating and recording the minutes of the Yearly Meeting sessions, including the sense of the deliberations and the essence of the spirit in the sessions.  
Presents summary of previous session at each session, reading minutes of action in full.

**\*\*After the Annual Session\*\***

In consultation with the Presiding Clerk, prepares the Proceedings in final form, preferably within a week, & mails them to:  
Presiding Clerk  
Steering Committee Clerk  
Yearly Meeting Archivist  
University Monthly Meeting Archivist  
All Meetings and Worship Groups in the Yearly Mtg.  
(Promptness is important because neither the Presiding Clerk nor the Steering Committee Clerk has a record of business transacted until the official minutes are available to them.) N.B. The Steering Committee Clerk needs 8 copies of the Proceedings.

Reports the Annual Sessions to Friends' publications.

File 213 02/24/96 page 2

**EVALUATION:** Prepare a report/evaluation for the Recording Clerk files. Sends a copy to the General Arrangements Clerk on, or before, August 21. This report should include information useful to next year's Recording Clerk (what worked, what didn't) and any changes you think should be made in the job, or the job description.

If you received a file with material from previous Recording Clerk, sort through it, update the information, and add your report/evaluation (and any materials you think are needed).

Pass on the file to the next Recording Clerk.

**EXPENSES & TRAVEL:** Reimbursement is provided for "office expense" (LD phone calls, postage, and photocopy) and mileage expense for the responsibilities of this appointment. Submit BEFORE August 21 reimbursement request with receipts to NPYM Treasurer; identify as Annual Session expenses (the Annual Session books are closed on September 1).

**OTHER INFORMATION:** One Annual Session fee waiver, available upon request.