

# Co-Clerk

Up to 3 years, 2 people

## Purpose

To represent YFGM. This involves having an awareness of internal affairs within YFGM.

## Duties

- To clerk the business sessions of General Meeting using traditional practices of the Quaker business method.
- To work with Elders on how the business, and the clerks, can best be supported.
- To ensure continuity of business, to ensure that no agenda item is forgotten.
- To prepare draft minutes where appropriate, ensuring that a full legible set of minutes is passed to the coordinator at the end of General Meeting, and proof-reading the minutes once they've been typed out.
- One of the co-clerks should take part in the meetings where the YFGM agenda is prepared.
- The YFGM Co-Clerks represent and should speak and act on behalf of YFGM on occasions when there isn't a more appropriate representative. If any issue arises within YFGM for which there isn't a directly appropriate person to look after, or for which more support is needed, the co-clerks may be contacted and should offer whatever support may be necessary - this may be by passing the issue on to all officers, or to other appropriate people.

## What you could gain from the role

- Making connections with the wider Quaker world while acting as at point of contact for YFGM
- A deeper understanding of the Quaker Business Method, from a different perspective
- Opportunities to engage as a leader in the Quaker community

## Skills Required

An awareness of YFGM and the Quaker Business method is helpful.

## Time Commitment

Attend all YFGMs and Planning Weekends – it is helpful but not essential to arrive early and leave late at YFGMs.

About 4 hours a week throughout the year.

## Other Requirements

You will need to complete a safeguarding declaration and a data protection declaration to take up this role.

As this is a trustee role, you must not be disqualified from acting as a charity trustee.

**See Also:     Being a Trustee of Young Friends General Meeting**