

# PRESIDING CO-CLERKS

## I. General description

In the last several years, the Meeting has appointed two co-clerks who share the responsibilities of the Presiding Clerk and Recording Clerk. They arrange the agenda for the monthly meeting for business as well as presiding and recording minutes there. They maintain an overview of the life of the Meeting and are the official representatives of the meeting to the larger world. Responsibilities of the co-clerk serving as Presiding Clerk are given here; those for the co-clerk serving as Recording Clerk are given in a separate document.

## II. Co-clerk responsibilities as Presiding Clerk

- Before preparing an agenda, ask committee clerks to send any reports, concerns, proposed minutes, or other items.
- Arrange the agenda for each Meeting for Business, taking into consideration items provided by committee clerks and others as well as the schedule of calendar of regularly occurring items (see item III.) Try not to over-pack the agenda to keep Meeting for Business less than two hours. Encourage committees to submit photos and to report on events in the Newsletter if that seems more appropriate than reporting in Meeting for Business.
- Distribute agenda a week before Meeting for Business.
- Preside over Meeting for Business. The clerk sets the pace of the business meeting so that business can be accomplished in the context of worship and community without hurry or delay. The clerk should be sure to hear a full expression of ideas from the meeting, and assure that it is not dominated by just a few. The presiding clerk should not express personal opinions; if one of the co-clerks wishes to contribute to a discussion, arrange for the other co-clerk to preside over at least that portion of Meeting for Business, preferably over the entire meeting.
- Sign official meeting documents.
- Consult with clerks of meeting committees to keep abreast of meeting activities. Currently we have Clerks Committee meetings every two months to facilitate this process. The presiding clerk is welcome to attend any committee meeting.
- Maintain links between Burlington Friends and larger Quaker organizations including New England Yearly Meeting (NEYM) and the Northwest Quarter of NEYM
- Transmit, receive and acknowledges correspondence.
- Co-clerks should work together to revise or re-approve this document in November of each year so it is up-to-date when Gifts and Service begins its work.

### III. Calendar of regularly scheduled items for Meeting for Business

#### January

- The process for gathering information for the State of Society report for the previous year begins. Ministry and Counsel solicits input and develops this report.
- Gifts and Service committee should be actively working to develop a slate of people to serve as Meeting officers and on Meeting committees.
- Treasurer's report includes a review of the previous years budget. The treasurer and Finance Committee seek final approval of the budget for the new year.

#### April

- Treasurers Report
- Gifts and Service Committee report presented for seasoning

#### May

- Approve final Gifts and Service Committee Report

#### June

- New committee structure begins
- Children's Religious Education Picnic
- Annual reminder of confidentiality policy from BFM handbook

#### July

- Treasurer's Report

#### August

- New England Yearly Meeting Sessions take place this month. Burlington Friends has no scheduled business meeting.

#### September

- Consult with Gifts and Service Committee to ascertain their needs. Generally they will need one additional person. Recently the co-clerks have asked two individuals to serve on the Naming Committee and brought those names to Meeting for Business for approval.
- Send existing job descriptions to the clerk of each committee and ask for updates. Updated job descriptions should then be posted to the website for use by Friends during the Gifts and Service process of developing a new slate.
- Children's Religious Education begins

#### October

- After Naming Committee report, Gifts and Service Committee is approved for Seasoning
- Treasurer's Report

#### November

- Gifts and Service begins their work of educating the Meeting about committee work, reaching out to new members about the rewards of serving on committees and contacting every member of every committee, including the clerks to learn of their particular experiences.

#### December

- Children's Christmas Pageant
- Generally we have no Meeting for Business in December. Consider substituting a special film or event.

IV. Last Revised: 22 November, 2019