

# Recording Clerk

## 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.

## II. Co-clerk responsibilities as Recording Clerk

- Take minutes at Meeting for Business:
  - Circulate an attendance sheet with a date at the top. Check the list and add names as latecomers enter. Names of those attending go in the minutes.
  - Take minutes at Meeting for Business. Use the agenda to structure the minutes.
  - Note names of those presenting reports, but generally not of those contributing to general discussion. It is not desirable or necessary to indicate who takes what position during a discussion. It is not necessary to record discussions in detail, but record enough of the discussion to convey its tone.
  - Work with the Presiding Clerk to craft minutes that reflect the Sense of the Meeting. If the Meeting has agreed to take some action, note the names of those responsible for carrying out that action.
  - Read back minutes as necessary for approval in the face of the meeting, especially anything substantive. (Minutes not approved in the face of the meeting should be distributed before the next business meeting, when they can be amended as necessary and approved.)
  - When minutes from the previous meeting are brought forward for approval, note any corrections. Co-clerks should work together to be sure the minutes from the previous meeting are corrected. Keep electronic copies of the minutes, and forward it to the newsletter editor for distribution. Print out archival copies of corrected and approved minutes and put them in the binder in the Meeting Library.
- Write up the minutes.
  - Co-clerks should work together to develop archival minutes from the previous month's Meeting for Business as approved, reflecting any amendments. Keep an electronic copy, and print out archival copies of corrected and approved minutes and put them in the binder in the Meeting Library. Distribute approved minutes via the newsletter.
  - Write them up as soon as possible after Meeting for Business. This practice makes it easier to convey they essence of the Meeting for Business and

allows sufficient time for the co-clerks to review and correct them before they must be distributed.

- Note the date of the meeting, the Presiding and Recording Clerks, and times of opening and closing.
- Be concise but reasonably complete. Written committee reports can be attached.
- Some minutes will have been approved in the face of the meeting. Minor editing on these for spelling, grammar, and the like is OK, but do not make substantive changes.
- Co-clerks both review the draft minutes, and then forward them to the Communications Committee for distribution with the agenda and any other materials for the next Meeting for Business. These materials should go out a week before Meeting for Business.

III. Last Revised: November 22, 2019