

Recording Clerk

Approved April 28, 2019

Responsibilities

1. Take Minutes during Meeting for Worship with Attention to Business

- Record people attending the business meeting noting who is clerk and recording clerk.
- Record that the previous month's minutes were reviewed and corrected where needed.
- Record the agenda as given by the clerk and format minutes using that agenda.
- Take notes during the meeting describing the discussion and identifying who is responsible for carrying out actions decided upon by the meeting.
- Include, through attachments where feasible, reports from committees and individuals, noting the names of those giving the report.
- Help clerk with clarifying discussion when needed.
- Clearly indicate actions to be taken on any discussion point.
- When appropriate, accurately record an issue/decision that needs to be "Minuted".
- Points of view should not usually be identified as expressed by a particular individual but rather "a Friend expressed, etc".
- Prior to distribution of the minutes review with the clerk.
- Following approval and any corrections to the minutes a copy should be placed in the CFM/MFB binder and a copy retained to forward to Guilford College Archives (see below).

2. Guilford Quaker Archives

- Send once annually (usually August or September) a set of complete, MFB, minutes along with the State of the Meeting Report, and any relevant other reports (budgets, etc.) on acid-free paper to:

Gwen Gosney Erickson
Librarian and Archivist
Friends Historical Collection
Guilford College
5800 West Friendly Avenue
Greensboro, NC 27410

- A check for \$ 25 made out to Guilford College should accompany the documents.

3. Special Called Meetings

In general, the Recording Clerk is expected to take minutes usually in the MFB format noting clerk, recorder and those in attendance.