

## **DRAFT Presented 24 March 2024 Meeting for Business (MFB)**

### **Nominating Committee Proposal for Consideration at March MFB To be discussed in April MFB**

*Richland Friend's Meeting (RFM) Nominating Committee (NomCom) has been meeting and working for months on nominations for Committee Clerks to serve for our new year, which begins in July.*

*Most positions are now ready for presenting to the Meeting in May. However, we have been unable to find a Member who has the calling and the time to serve as Clerk of Meeting. We researched and communicated with other Meetings who have encountered this situation. In anticipation of proceeding without a Clerk of Meeting, we of the Nominating Committee submit this DRAFT. It assigns all the Clerk of Meeting duties listed in the Blue Book to a CLERK TEAM and various clerks, representatives, and committees. The Clerk Team, consisting of three or more Members, will serve in this role for up to one year. During that time, we will be able to fine tune how it works and determine if the system is a fit for our Meeting, if we still do not have someone called to be Clerk of Meeting.*

*If this concept of a Clerk Team is approved by Meeting for Business in April, the Nominating Committee will present suggested members for the Clerk Team to Meeting for Business in May for approval at the June MFB. (As required by the Blue Book.)*

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### **CLERK TEAM RESPONSIBILITIES**

**Membership:** Must be Members of Richland Monthly Meeting.

**Term:** One year or until a Clerk of Meeting is in place. Throughout the year the Nominating Committee will regularly review the possibility of nominating a Clerk of Meeting.

**Meetings:** Monthly Zoom Meetings and team communication as needed. Special called meetings and the annual All Clerk's meeting.

**The following duties of the Clerk of Meeting shall be executed by the Clerk Team and others:**

#### **General Oversight**

##### ***Assigned to Care & Worship (C&W) and Clerk Team***

Responsible for exercising general oversight of Meeting activities, encouraging new programs of special and standing committees, and coordinating long range plans.

#### **Monthly Meeting for Business**

##### ***Assigned to Recording Clerk and Clerk Team with C&W oversight (as needed.)***

Prepares agenda and reads Query. Arranges for a member of the Clerk Team or a seasoned Member to preside over each monthly MFB. Responsible for presentation of any Minutes necessary.

**At Rise of Meeting for Worship**

***Assigned to a delegated Member of Meeting***

Makes announcements. Invites worshipers to introduce themselves. Clerk Team will see that announcements are made.

**Abington Quarterly Meeting (AQM)**

***Assigned to NomCom***

Arranges for Richland representation at Abington Quarterly Meeting.

**Philadelphia Yearly Meeting (PYM)**

***Assigned to NomCom***

Arranges for Richland representation at PYM.

**Communications**

***Assigned to Recording Clerk and Communication Clerk with C&W oversight (as needed.)***

Receives, reviews and forwards to appropriate member or committee printed and electronic correspondence or oral communications. Picks up postal mail and checks RFM mail and phone calls.

**Scheduled Deadlines**

***Assigned to Recording Clerk with C&W oversight (as needed.)***

Ensures committees adhere to scheduled deadlines for AQM and PYM meetings and reports.

**New Members**

***Assigned to C&W and Clerk Team***

Care & Worship will arrange for a Clearness Committee for anyone requesting Membership in RFM. Following acceptance into membership, it is the duty of the Clerk Team on behalf of the Meeting, to welcome new members at Rise of Meeting for Worship.

**High School Graduates**

***Assigned to Youth First Day School (YFDS) and C&W***

Responsible for inscribing and presenting the gift of *Faith & Practice* to members and attenders upon graduation from high school.

**Minute of Sorrow**

***Assigned to C&W***

Following the death of a member or regular attender, the next MFB is opened with a minute of sorrow, followed by silence. C&W Clerk may forward this minute of sorrow to one or more members of the family as the situation warrants.

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**The following is a monthly guide to the Clerks of Committees and the Clerk Team and is not meant to remove the flexibility of Richland Monthly Meeting decision-making.**

## **FIRST MONTH**

*Assigned to Clerk Team and C&W*

### **Clerk's Report**

Presents clerk's Report of previous calendar year for Meeting's approval or correction. Promptly forwards two copies to the clerk of AQM.

### **Spiritual State of the Meeting**

Presents Richland Monthly Meeting's replies to the Annual Supplementary Queries when received from PYM, and after approval or correction promptly forwards one copy to the clerk of AQM, and one to PYM office.

### **Recorder's Annual Statistical Report**

Ensures that the Recorder's Annual Statistical Report is promptly forwarded to PYM Office and AQM.

## **SECOND MONTH**

*Assigned to Recording Clerk*

Requests Finance and Nominating Committees to begin preparations for presentation in Fifth Month of fiscal year budget and Nominating Committee slate.

Ensures that the Library and Historian Committee is prepared to present annual report in Fifth Month.

## **THIRD MONTH**

*Assigned to Communications Clerk and PYM Representative*

Philadelphia Yearly Meeting. Responsible for helping to interest Richland Members in attending PYM sessions via the PLP, Gaggle, etc.

## **FOURTH MONTH**

*Assigned to Treasurer and Finance Committee*

Ensures that they are working on the Proposed Annual Budget for presentation in Sixth month and the annual audit of treasurer's books and year's summary for presentation in Ninth Month.

## **FIFTH MONTH**

*Assigned to Nominating Committee*

Presents the proposed committee slate at Monthly Meeting for Business for new year which begins in Seventh Month.

*Assigned to Librarian and Historian Committee*

Delivers their annual report.

**SIXTH MONTH***Assigned to Clerk Team and C&W*

Receives from Monthly Meeting for Business final approval of Proposed Annual Budget for the new fiscal year beginning Seventh Month.

*Assigned to Nominating Committee*

Receives from Monthly Meeting for Business final approval of nominations.

*Assigned to Clerk Team*

If a term expires for any clerk position, the Clerk Team arranges for orderly transfer of office and all records in possession.

**NINTH MONTH***Assigned to Clerk Team*

Presents to Care of Meeting Committee the State of Meeting Report.

*Assigned to Recording Clerk, C&W and Communications. (If done.)*

Responsible for electronically sending the Blue Book to all members and attenders.

*Assigned to Care & Worship Committee and AQM Worship and Ministry Representative*

Ensures that they are preparing their Annual Report to the clerk of AQM Worship and Ministry due Tenth Month.

*Assigned to Finance Committee and Treasurer*

Ensures Finance Committee is prepared to present report of Annual Audit of Treasurer's books (July 1 to June 30) due Twelfth Month.

Ensures Treasurer is prepared to present the year's summary (July 1 to June 30) of receipts and expenditures due Twelfth Month.

**TENTH MONTH***Assigned to Trustees of Meeting*

Ensures that Trustees of Meeting are prepared to present their Annual Report.

**TWELFTH MONTH***Assigned to Recorder*

Ensures that Recorder is prepared to present the Annual Statistical Report due First Month.

*Assigned to Treasurer*

Ensures that Treasurer's books are ready for fiscal year end audit and alerts Finance Committee of availability.

*Assigned to Nominating Committee and C&W*

Responsible for notifying AQM and PYM of any new Richland representatives.