

Officers of Pacific Yearly Meeting

ASSISTANT TO THE CLERK

The Assistant to the Clerk helps the Presiding Clerk with practical arrangements for conducting the business of the Yearly meeting. The Assistant Clerk must be a Friend, with experience in the working of the Yearly Meeting. Good institutional memory is helpful. The term of office is one year.

Tasks

- Coordinates documents to be mailed in advance
- Schedules Interest and Sharing Groups
- Schedules Community Night and other events
- Makes routine announcements at plenary sessions
- Plans final evaluation forms
- Conducts Clerks' and officers' evaluation of Yearly Meeting session at end of gathering
- Assists secretariat with practical arrangements or needs