

Officers of Pacific Yearly Meeting

RECORDING CLERK

It is the job of the Recording Clerk to transcribe faithfully the proceedings of the plenary sessions of the Yearly Meeting. The Recording Clerk must be able to formulate and put immediately into written form the sense and conclusions of the plenary sessions. A good command of English is desirable, as is knowledge of Quaker process. He/she writes faithful, concise, and accurate records of the minutes of action as discerned and stated by the Presiding Clerk. Where there are necessary minutes of exercise, records the sense of the discussion and important points.

It is indeed helpful for the Recording Clerk to be able to take draft minutes directly onto a computer, or transcribe them on to a computer. (Possession of a laptop computer is a plus.) Minutes should be a distillation of essentials, not "shorthand reporting;" least of all a full account of every discussion.

Accuracy of minutes is ultimately the responsibility of the Presiding Clerk, who, when the matter is in doubt will formulate and state the "sense of the meeting" before moving on to other business.

The term of office is two years overlapping.

Tasks

- Records minutes of action and minutes of exercise during plenary sessions of Yearly Meeting and at Representative Committee business sessions.
- Numbers the minutes of action.
- Reads minutes back to the plenary session attenders for approval and/or modification.
- Sends corrected minutes to the Secretariat.