

**Bloomington Monthly Meeting
Religious Society of Friends
Officer's Charge**

Job Title: Clerk of Records

Term & Dates of Service: Starts July 1 and ends June 30; may be reappointed annually.

Selection Process: Nominated by the Nominating Committee and approved by the Monthly Meeting.

Qualifications:

1. Member (usually) or regular attender of Bloomington Monthly Meeting.
2. Good organizational skills.
3. Excellent attention to detail.
4. Able to work independently.
5. Attends Meeting for Worship and Meeting for Worship with Attention to Business regularly.
6. Able to dedicate a few hours a month on average to the position.

Principal Job Duties

1. Keeps accurate records of the membership of the Monthly Meeting according to the practice of Ohio Valley Yearly Meeting. May delegate responsibility for collecting statistics.
2. Compiles the annual statistical report for the Monthly Meeting based on the fiscal year as established by the Yearly Meeting using the form provided by the Executive Committee. The information should include
 - New members
 - Births
 - Deaths
 - Removals
 - Meeting for Worship and First-Day School attendance
 - Attenders of Friends' Schools
 - Changes in times or places of Meetings
 - Other information as requested by the Yearly Meeting.
3. Maintains an updated Monthly Meeting membership list with current addresses.
4. Forwards the current membership list to the Executive Committee of the Yearly Meeting and to the Friends General Conference.
5. Serves on the Naming Committee to bring forward names of people to serve on the Nominating Committee.

Coordination Required

Works with the Archivist to store records so they are easily retrieved and preserved.

Works with the Presiding Clerk and the Ministry and Counsel Committee members to track membership changes.

Budget Considerations

The Clerk of Records will submit a budget request for supplies to the Clerk of the Property and Finance Committee by last day of September each year.