

BRITAIN YEARLY MEETING COMMITTEE ON CLERKS

1. SUMMARY OF PURPOSE

- 1.1 The Committee on Clerks acts as the nominating body for clerks of Yearly Meeting, Meeting for Sufferings, BYM Trustees and Summer Gatherings. Its considerations take into account the short, medium and long-term clerkship needs.

2. MEMBERSHIP

- 2.1 The Committee on Clerks consists of 13 members, including a clerk appointed by the committee from within its number. One-third of the members other than the clerk will retire annually at the rise of Yearly Meeting, and are eligible for reappointment. These Friends shall serve for no more than six continuous years.
- 2.2 The clerk is appointed, by the committee for a three-year period and may serve for a maximum of nine continuous years on the committee.
- 2.3 Yearly Meeting will appoint annually, four Friends to serve on the Committee on Clerks for a three-year period from the rise of the Yearly Meeting, on the nomination of the Yearly Meeting Nominating Group (see *Qfp* 6.22).
- 2.4 The Recording Clerk shall serve as secretary to the committee.

3. FREQUENCY OF MEETINGS

- 3.1 The committee shall meet as required to discharge its duties; at least once a year.

4. DUTIES & RESPONSIBILITIES

- 4.1 To bring forward, and to notify the Recording Clerk accordingly
 - a. To Yearly Meeting, annually, names of a Friend to serve as clerk and two Friends to serve as assistant clerks of Yearly Meeting, for appointment at the start of that Yearly Meeting for service until the following Yearly Meeting. To forward these names to Yearly Meeting Agenda Committee, preferably in time for its September meeting, to allow the nominated Friends to serve on that, and on Yearly Meeting Arrangements Committee, in preparation for the next Yearly Meeting.
 - b. To Meeting for Sufferings, annually, in good time for service commencing in January of each year, names of Friends to serve as clerk and assistant clerk of Meeting for Sufferings.
 - c. To Yearly Meeting, annually, names of Friends to serve as clerk and assistant clerk of the Trustees for appointment at the start of that Yearly Meeting for service until the following Yearly Meeting.
 - d. To Yearly Meeting, annually, the name of a Friend to serve as BYM treasurer.

- 4.2 To have clear ideas of the qualities required of Friends serving as clerks and assistant clerks to Yearly Meeting, Meeting for Sufferings, Britain Yearly Meeting Trustees and Summer Gatherings.
- 4.3. To ensure that Friends approached with a view to nomination shall have a full understanding of the responsibilities and commitments involved in the role for which they are being nominated.
- 4.4 To have ready the name of a Friend or Friends willing and able to serve in place of a Friend who is prevented at short notice from serving at Yearly Meeting or Summer Gathering.
- 4.5 To bring nominations for interim appointments which arise from Friends asking to be released during their time of appointment as clerk or assistant clerk of Meeting for Sufferings; these interim appointments will run until the end of the year.
- 4.6 To bring nominations for interim appointments which arise from Friends asking to be released during their time of appointment as clerk or assistant clerk of Trustees, to Meeting for Sufferings for appointment until the end of the following Yearly Meeting.
- 4.7 In good time before the end of the service of the current clerk, to forward through Yearly Meeting Nominating Group the name of one of its current members to serve as clerk for a three-year period.

5. AUTHORITY

- 5.1 The committee shall work within these terms of reference under the authority of section 6.19 of *Quaker faith and practice*. The Committee on Clerks is accountable to Britain Yearly Meeting in session.