

## **QIL MEMBERSHIP CLERK**

(Normal term 3 years, maximum total 6)

The Membership Clerk co-ordinates Membership procedures within QIL and is responsible for ensuring that the Membership records are kept up to date on a regular basis. It is important to ensure that all documents relating to Transfers, new Membership and Resignations/Terminations are in order. If queries arise, the clerk should seek advice from EPCT

### **Specific Duties**

- Receiving Transfers of Certificates in, and requests for Certificates out, informing the QIL of their receipt, then dealing with the Certificates
- Receiving and responding to applications for membership
- Liaising with Pastoral Care Friends and the appointed visitors
- Making sure reports of visits for membership get to QIL in time
- Notifying Friends of their admission to membership / transfer
- Writing appropriate letters to those who resign their membership or are released
- Keeping the relevant files of current Members up to date
- Keeping regular contact with Local Meetings on membership issues
- Presenting the Tabular Statement to QIL each year
- Preparing the Tabular Statement annually as required by BYM
- Complying with Data Protection law
- Preparing an annually up-dated list of members and regular attenders in QIL who have given permission, and arranging for a printing of this list, as well as distributing it by email

### **The Assistant Area Meeting Clerk (Membership) needs to:**

- be a member of the Society of Friends
- have a good background experience of the Quaker business method and the organisation of the Society
- enjoy keeping records and have a clear mind
- be supportive of Pastoral Care Friends in relation to Membership issues, and be available for advice

### **and needs these things to help them:**

- a telephone (some form of answering service would also be helpful)
- basic computer literacy
- e-mail facilities
- enough space at home to hold confidential records and files securely

### **Time commitment**

- Attendance at QIL Meetings
- Attendance at a preparation meeting for each of these
- A bit of time with paid administrative support.

**Quaker Faith & Practice reference:** Chapter 11

**Charity requirements:** list of members