

# LOFM Officers

In addition to the committees and their clerks, there are officers who serve the meeting in specific capacities, Clerk, Associate Clerk, Records Clerk, Treasurer, and Trustees. Officers review the following descriptions every two years prior to change of person occupying role for any desired revisions. The revised description in its entirety is then forwarded to Nominating for review before updating this Handbook.

## **Meeting Clerk**

*updated*

*9/30/2018*

1. Generates agenda for Meeting for Worship with Attention to Business (MfWAB) in the Light and in consultation with the committee clerks and other people who have business.
2. Presides at the MfWAB: facilitates information sharing and decision-making; discerns the sense of the Meeting; calls for periods of worship and reflection as needed. Ensures that accurate minutes are kept (by the Associate Clerk) that reflect the sense of the Meeting.
3. Oversees the implementation of the decisions of the MfWAB: e.g., correspondence, makes sure that people are properly informed, keeps a list of action items from MfWAB.
4. Acts as spokesperson or representative of the Meeting: e.g., clerking memorial meetings, meetings for worship for marriage, acting as a representative of the Meeting with non-LOFM organizations (if not otherwise delegated), signs marriage licenses; handles mail addressed to the Meeting and brings it to the attention of the appropriate parties; interfaces with the wider community.
5. Calls (twice-yearly) committee clerks' meetings for information sharing, discussion of issues, and any needed decision making
6. The clerkship of the Meeting is primarily an administrative and facilitative role – not pastoral care or problem solving. The Clerk can refer problems to the appropriate committee if needed. Normally problems should be raised by individuals directly to the person or committee involved, or to the Care and Concern Committee.
7. The clerk normally serves as president of the corporation in the capacity of clerk of Meeting, properly announces the annual corporate meeting held during the MfWAB annually in March, announced at least 30 days prior by email, at rise of meeting, and on the bulletin board in the meeting house. The clerk is also named a trustee of the corporation.
8. The clerk of Meeting is asked to serve for two years following service as clerk of Meeting in the role of trustee of the corporation.
9. The clerk of Meeting generally serves as secondary signatory on the Meeting's bank accounts, the primary signatory being the Meeting treasurer.

10. The clerk of Meeting oversees or performs, with the assistance of the Communication and Outreach Committee, an annual data access review. The review is to include who has write privileges or logon credentials to any meeting or corporate account. This includes bank accounts, investment accounts, any online accounts to access these fiduciary accounts, cloud document drives or folders, calendars, g-suite and other corporate email addresses, the Quaker Cloud-hosted friendshouston.org website, and the Skyspace site <https://houstonquakerskyspace.com/>.
11. If the clerk has not attended a Clerking Workshop at Pendle Hill or Friends General Conference, or equivalent, during their term as associate clerk, or before, it is offered by the meeting for the clerk's development to attend and be reimbursed by the Meeting for reasonable expenses.
12. Friends are asked to keep in mind the weighty duties of the clerk and to hold the clerk in the light and to support carrying out those duties.

### **INTERACTIONS WITH OTHER COMMITTEES**

1. Care and Concern:
  - a. Clerk of Meeting is an ad hoc member of Care and Concern Committee.
  - b. Care and Concern, as well as Meeting clerk, has the authority to activate the telephone tree, and send "mass" e-mails to Meeting members/attenders.
  - c. Care and Concern will normally set up a care committee for the Meeting clerk, to provide support to the clerk during his/her term.
2. Nominating: Nominating Committee is available to provide support for the clerk upon request, especially in preparation for committee clerks' meetings; and as needed.

### **TERMS AND MEMBERS**

Meeting clerks normally serve two years.

### **Associate Clerk**

*updated*

*9/30/2018*

1. Supports clerk and assists as needed and able in addressing the responsibilities of clerk as described above.
2. Acts as recording clerk during regular Monthly Meetings and other meetings where minutes are needed (see below for more details)
3. Serves as secretary during annual corporate meeting of Live Oak Friends Meeting.
4. Serves as Trustee of Live Oak Friends Meeting during term.
5. Stays up to date with Meeting business.
6. Substitutes for clerk as necessary in Meeting for Business, committee meetings and other functions.
7. Maintains a collegial working relationship with the clerk.

### **TERMS AND MEMBERS**

Associate clerks normally serve two years, rotating into clerk position at the end of that time.

## **Recording Clerk**

*Reviewed*

9/30/2018

1. Records the minutes at Meeting for Business. The "minutes" consist of a record of the discussion and agenda, and also the actual decisions that are minuted by the meeting, as well as a list of action items taken (what the action is, who is responsible, and date expected for resolution). The minutes also include upcoming calendar items. The minutes should include the name of the meeting (Live Oak Friends Meeting), the date, the name of the clerk, the name of the recording clerk, and the names of the persons attending.
2. Sends the calendar and other relevant information to the Communications and Outreach committee as soon as possible after the end of the MfWAB so that the calendar and website can be updated.
3. Sends out draft minutes well in advance of the next MfWAB so that they can be reviewed and corrections made to the extent possible before the next MfWAB.
4. Updates the draft minutes with the corrections approved by the Meeting at the next MfWAB, when the minutes are approved, and distributes them appropriately (i.e., posts them on the website as finalized minutes.)

## **Records Clerk**

### **PURPOSE**

"Corporate Secretary"

### **SPECIFIC TASKS**

1. Files hard copies and computer copies of meeting records: minutes, notes from Meeting for Worship with Attention to Business, Acorns, contracts, membership application records, roster of members, correspondence concerning transfer of membership.
2. File copies of Acorn.
3. Treasurer's Reports.
4. Meeting correspondence.
5. Meeting and SCYM directories.
6. Bylaws, charter, articles of incorporation.
7. Deeds and other property records.
8. Maintains State of the Meeting reports (written yearly).
9. "Minute Book".
10. Records of committee meetings.
11. Maintains roster of membership in Committees, as well as roster of committee clerks (official record).
12. Liaison with SCYM regarding SCYM directory (up to date records as to membership, associate membership).
13. Maintains safe deposit box.
14. Registered agent with Secretary of State (needs to be changed when clerk changes).
15. Compiles "yearly event calendar".

## **INTERACTIONS WITH OTHER COMMITTEES**

Care and Concern: Serves as ex-officio member of Care and Concern.

### **South Central Yearly Meeting (SCYM) Representative**

1. Attends the November Representatives Meeting and gives voice to Meeting, member and personal concerns in Meeting for Worship.
2. Conducts SCYM business between the annual meetings.
3. Receives communications from the annual meetings.
4. Receives communications from the SCYM Clerk and brings them to the attention of LOFM.

### **Treasurer**

#### **PURPOSE**

The Treasurer oversees the financial health of the Meeting in conjunction with the Finance Committee.

#### **SPECIFIC TASKS**

1. Prepares a budget, to be approved by the Finance Committee, and by Meeting for Business. The fiscal year for LOFM starts 1/1, so the budget needs to be prepared and approved before then. Often the budget will be modified during the year.
2. Agrees with the Finance Committee on the chart of accounts and budget categories for the Meeting (with the committees' input on their requirements for reporting) and prepares the reports and data bases accordingly.
3. Tracks expenditures by budget category, and reports on the income and expenses of the Meeting, as well as the net worth of the meeting, at each Meeting for Business. (LOFM currently uses QuickBooks for this.)
4. Handles the payroll accounting for our employees, and submits the quarterly tax statements and yearly tax return for the Meeting.
5. Keeps track of donation pledges; sends statements to the donors at least yearly; maintains account balances for these pledges, sends periodic reminders of where donors stand with their pledges.
6. Deposits all incoming checks promptly (after logging them properly in QuickBooks as to budget category and giver).
7. Makes sure the account signatories are changed as appropriate when the Meeting Clerks change.
8. Balances the accounts at least monthly.
9. Moves money as needed between accounts to maximize the Meeting's return.
10. Takes the lead on any other financially-related issues.

11. These tasks can be delegated as appropriate via the LOFM financial procedures manual.

#### **TERMS AND MEMBERS**

##### **Recommended characteristics of an appropriate Treasurer:**

1. Possesses a level of comfort and expertise with QuickBooks, excel, and word mail merge.
2. Handles Meeting financial matters in a timely manner: e.g., weekly deposits, bill paying, acknowledgements

3. Tracks financials in QuickBooks according to the financial guidelines of the Meeting
4. Solicits feedback from the finance committee
5. Prepares tax forms: quarterly payroll tax returns, yearly payroll tax returns, w2's

## **Trustees**

*approved*

*7/2014*

The composition of the Live Oak Friends Meeting (LOFM) Board of Trustees will be: Clerk (i.e., President of the Board) Associate Clerk/Recording Clerk (i.e., Vice President of the Board) Treasurer (i.e., Treasurer of the Corporation), Immediate Past Clerk, Trustee At-large (position 1), Trustee At-large (position 2), Trustee At-large (position 3)

Trustees At-large will be nominated by the Nominating Committee and approved by the Meeting for Business. The terms of service will be three years with offset termination dates, one term ending every year. If a Trustee is unable to complete his/her term, an interim nomination will be made and approved to complete the term; it will not be a new three year appointment. When necessary to keep the membership of the Board at 7 members, a fourth Trustee At-large can be nominated and approved.

As a Board of Trustees, they assume the following responsibilities on behalf of the Meeting:

1. Ensure legal and ethical integrity.
2. Ensure effective planning.
3. Stewardship of Meeting property (both financial and material).
4. Support the Meeting's mission and purpose.
5. Maintain up-to-date articles of incorporation and by-laws.

In practice, the Board will delegate most of these responsibilities to the Meeting for Worship with Attention to Business and the Meeting Committees. It is the Meeting's intention that the Board defer to the Meeting for Worship with Attention to Business for decision making. The Board ratifies the Meeting decisions annually at the yearly Corporate Meeting in March.