

Name of Committee: CYM Clerk	Number of Members At any one time there are 2 clerks, one more experienced than the other
Brief description of mandate: Prepare the agendas and clerk Meeting for Worship for Business at CYM and Representative Meetings; write letters and sign documents; participate <i>ex officio</i> in Clerks Committee, Office Committee, Finance Committee, Contributions Committee, Programme Committee.	
Number of meetings per year Usually 4 that require attendance in person: CYM (August), Programme Committee(October), Representative Meeting (November and April/May) Typical time of year of meeting/s:	
Location of meetings: Representative Meeting usually in Toronto or Ottawa. Others depend on CYM rotation schedule.	
Amount of time required beyond committee meetings Variable. Ordinarily, about ½ day a week, but much more time may be needed if the Clerks Committee is dealing with extraordinary issues.	
Required to be present at CYM? Yes	
Is financial support provided for attending meetings? Yes	
Geographic representation needed at the Committee? No	
Specific skills needed: Ability to clerk business meeting; familiarity with Quaker process and how CYM works; ability to keep track of multiple responsibilities that require intermittent attention; tact.	
Special responsibilities of committee: (i.e., employment; staff supervision, etc.) Office Committee acts as employing committee for the office administrator and the bookkeeper.	
Working groups/sub committees of this committee: The Clerks Committee is composed of the 2 CYM Clerks, the Treasurer, and the Clerk of Trustees. This Committee is responsible for making decisions that need timely implementation between sessions of CYM and Representative Meeting, and is responsible for addressing matters concerning personnel and/or legal liability if they are not otherwise being handled.	
Other pertinent information for prospective members: A clerk's term of service is 4 years - 1 as Incoming clerk, 2 as Presiding clerk, 1 as Mentoring clerk. Anyone considering this position is invited to contact one or more recent clerks for more information.	