

Recorder Job Description

The Recorder keeps faithful and accurate membership records on forms provided by the Yearly Meeting. Such records include vital statistics pertaining to the member and his or her immediate family, whether or not they are all members of the Meeting. The Recorder promptly notes any changes relating to the membership such as births, deaths, transfers, releases or marriages. At the request of the Yearly Meeting Statistical Clerk, the recorder completes a questionnaire regarding the Monthly Meetings, and files a copy of this report in the permanent records of the Monthly Meeting.

The Recorder also takes proper care of other important records of the Meeting. The officer responsible for the current minutes and record books may retain them. All others should be preserved together with important correspondence and legal papers, such as deeds, conveyances, and trusts in a durable and legible form, and in a permanent repository, protected from fire and loss.

Electronic files will be maintained as official second copies of the Meeting's historical records, and the Recorder will work in collaboration with the Communications Committee to ensure these documents are stored appropriately.

The Permanent records should include:

1) Meeting Minutes signed by the Presiding and Recording Clerks. These minutes should include Treasurer's reports and letters sent under the concern of the Meeting either as attached items or in the body of the minutes. The minutes are kept by the current Recording Clerk with backup copies kept by the Communications Committee.

2) Any Financial records not included in the minutes such as deeds or contracts.

3) Records of incorporation and minutes of annual Meetings.

4) A membership list of the Monthly Meeting brought up to date annually by the Monthly Meeting Recorder and submitted, as requested, to the Yearly Meeting Statistical Clerk. A list of marriages under the care of the Meeting (whether of members or non-members).

5) Actively maintained Membership records of current or past members, including record of births, marriage, deaths and transfers.

6) Records of Final Affairs Instructions

7) Records of membership of decease or removed members.

8) A copy of the Meeting Directory and State of the Meeting Report.

The Recorder prepares a folder for each member which should contain a) Letter of application b) Meeting membership record, c) Membership report to the Meeting d) Final affairs instructions. E) Any transfer records and other pertinent correspondence.

Revised 11/2015 based on Pacific Yearly Meeting Faith & Practice 2001