

Alternate Clerk

Assist the Clerk in the conduct of the meeting for business. Preside at business meeting when the Clerk is unable to attend.

Serve as an active, *ex officio*, member of either Worship and Ministry Committee or Care of the Meeting Committee. The Clerk and the Alternate Clerk decide between them who will serve on each of these committees as *ex officio* members.

Regularly attend meetings for worship and business meetings. Assist the Clerk to be aware of the condition of the Meeting.

Remain available to confer with the Clerk and the Recording Clerk to prepare the business meeting agenda and to review the Meeting Minutes and Yearly Calendar. (The contents of these three documents are described fully in the job description for Recording Clerk.)

Strawberry Creek Board

The Alternate Clerk serves as a member of the Strawberry Creek Monthly Meeting Corporation Board and shall perform all duties required by the Bylaws of the Corporation. Required regular Board Meetings are held annually during Strawberry Creek's May Meeting for Business, and decisions are arrived at by the Board under the guidance of Spirit.

Revised, September 2006

Reviewed, January 2020