

The membership clerk takes responsibility for:

1. Keeping track of membership changes throughout the year; reporting these to both Area Meeting and Friends House.
2. Compiling the annual Tabular Statement (a headcount of members and attenders).
3. Occasionally advising Area Meeting and Local Meeting on membership procedures.

Preparing and compiling the tabular statement takes about 5 hours in Dec/Jan. For the rest of the year the role is not time consuming, taking maybe an hour a month, but it does require good organisation and record keeping.

Looking at the three main responsibilities in more detail:

### **Keeping track of and reporting membership changes**

- Liaising with other Area Meeting membership clerks to arrange the transfer of membership of Friends moving into or leaving the Area Meeting. This is done using two simple forms provided by Friends House. Most transfers are done by email, but you can use ink, paper & post if you prefer. You may also need to liaise with Local Meeting correspondence clerk/overseers about transfers.
- Keeping record of other membership changes Local Meetings notify you of, e.g. membership applications, deaths.
- About a month before each Area Meeting (4 times per year) contact Local Meeting correspondence clerks to ask whether there are any membership changes in their Local Meeting. Report all membership changes to Area Meeting. (I usually send AM clerks a draft minute. It's nice if the membership clerk can attend AM, but this isn't essential).
- Update Area Meeting membership list (spreadsheet) to reflect changes recorded by Area Meeting. Notify Friends House of these (via email).
- Once a year, print a copy of the membership list to be kept in Area Meeting's archives.
- Contact new members by convincement to offer them 8 week free trial subscription to 'The Friend'. If they wish to take up this offer, notify The Friend using their vouchers (by email or post)

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## Compiling annual Tabular Statement

- Friends House send the blank tabular statement and guidance notes out in November. It can be completed as a spreadsheet or on paper.
- Send letter to each Local Meeting correspondence clerk listing current members associated with the LM and details of any membership changes taking place that year. Ask LMs to check and if necessary correct these, to supply head count of attenders and details of form of eldership & oversight in their Meeting.
- Compile information gathered from LMs into the tabular statement and submit to Friends House before their deadline (usually end of January).

## Advising on membership procedures

- Occasionally LMs ask for advice, e.g. on arranging membership visitors or on terminating the membership of a Friend they've lost contact with. Refer to Quaker Faith & Practice and our AM membership procedures (Minute 15/7a of WWESAM, March 2015 – attached). All the queries I've had have been straight forwards. If anything more complicated came up, you could contact Friends House for advice.

## Resources

- ◆ Quaker Faith & Practice & WWESAM membership procedures minute.
- ◆ Spreadsheet of current Area Meeting membership list.
- ◆ I can share the simple spreadsheet I use to keep track of membership changes throughout the year and examples of membership reports/draft minutes for AMs.
- ◆ Tabular statement forms and guidance sent annually by Friends House. I can share examples of completed tabular statements.
- ◆ I can share template letters I use to contact LMs each year about the tabular statement.
- ◆ Vouchers for new members free trial subscription to 'The Friend'

Katie Evans, November 2017

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