

## RECORDING CLERK

Eligibility: Member of Society of Friends

Incumbent: [redacted]

Term: 3 years, with possible second term.

Estimated time commitment: 8 hours/month.

Mandate: to record and distribute YSMM minutes.

### TASKS:

1. Record minutes of YSMM business meetings for immediate approval, with the aid of the Clerk and the Meeting.
2. Distribute minutes, in a timely manner, with all attachments. This may be done electronically or as printed copies, as requested.
3. Ensure a copy of the minutes is sent electronically to CYM archives.