

Davidson Friends Meeting  
2012

**Clerk:**

The clerk is responsible for knowing and practicing Quaker process. The clerk receives communications from the other Friends bodies and communicates with them appropriately. The clerk presides at the business meetings and carries out the instructions of the Meeting on all matters pertaining to the accomplishment of its business. At least for the time being, the clerk also serves as liaison with Davidson College.

**Recording Clerk:**

The Recording Clerk takes the minutes of the Business Meetings and helps the Archivist maintain Meeting Records.

**Treasurer:**

The Treasurer is responsible for maintaining the Meetings accounts and distributing funds as directed by the Meeting.

**Finance Committee:**

The Finance Committee oversees the financial matters of the meetings operation, directs fundraising efforts and makes recommendations to meeting regarding an annual budget.

**Ministry and Counsel Committee:**

The M&C Committee is responsible for planning and overseeing forums, potlucks, adult education, and reviewing meeting practices.

**Funeral and Memorial Service Committee:** Clerk of Meeting, Clerk of Ministry and Counsel, two members from Care Committee and three ad hoc appointees.

This committee will become active whenever the Meeting is called upon to assist with care and/or arrangements in the event of a death.

**Scholarship Committee:** *The role of this committee has been assumed by the Finance Committee*

The Scholarship Committee will be responsible for evaluating applications and granting monetary support for participation in events, workshops, and programs designed to enhance the educational and spiritual development of our attendees and members.

**First Day School Committee:**

The First Day School Committee arranges for First Day School teachers, recommends curriculum, and oversees special projects for the children.

**Nominating Committee:** *Ministry and Counsel have assumed the role of this committee.* Makes suggestions of appropriate persons to fill committee positions; inquires as to the willingness of nominees to serve.

**Peace and Social Concerns Committee:**

The Peace and Social Concerns Committee identifies potential projects for Meeting participation and keeps members aware of local, regional, national, and international issues-particularly through announcements from the Friends Committee on National Legislation.

**Meeting House Visioning Committee:**

Provides leadership in planning, fund-raising, etc., relating to a possible Meeting House.

**Care and Hospitality Committee:**

*Not active – currently these needs are met on an ad hoc volunteer basis.*

It is the responsibility of the care committee to assume leadership in maintaining a caring community, overseeing hospitality, weekly greeters, fellowship, and potlucks.

In addition to addressing the ongoing pastoral care of the community, they are contact people in times of emergency or special concerns. Their tasks may be shared with other committees.

**Phone Contact:**

The responsibilities of the phone contact are to regularly check the Meetings voicemail and to respond to calls to the meeting.

**Piedmont Friends Fellowship Representatives**

The PFF representative attends quarterly meetings of the board and assists with program planning as appropriate.

**Closing Meeting:**

The Closing Meeting responsibilities are to signal the close of meeting; to offer a chance for introductions, additional messages, and announcements; and to adjourn the meeting for fellowship.

**Library Committee:**

The Library Committee is responsible for cataloging and the storing of the Meeting's books, periodicals and videos. Makes recommendations to the Meeting concerning the purchase of new material. Makes Meeting aware of library items worthy of special attention.

**Archivist:**

Keeps all meeting documents including Minutes and the Registry of members; sends minutes to Friends Center at Guilford College. Holds Meeting form which states members/attendees wishes in the event of death or extreme illness.

**E-Newsletter:**

Communicates announcements and all pertinent information to Meeting Community on a weekly (and as-needed) basis.

**Web Master:**

The Web Master is responsible for maintaining and keeping the web site up to date. Also checks the meeting email account.

**Buildings and Grounds Committee:**

The Buildings and Grounds Committee looks after the real property of the Meeting. Specifically it oversees maintenance, repairs and cleaning, and schedules use of the property for both the Meeting and others. The Committee plans for both the short and long term use and care of this property.