

Meeting Recorder

Purpose:

1. Maintain a list of all meeting members and attenders
2. Member of the North Carolina yearly meeting Records Committee which archives meeting documents in the Guilford College Quaker Archives.

Functions:

Maintain a list of all members and attenders of the meeting and have copies available annually.

- Work with the Communication and Nominating committees to ensure we are all working with the same list of members and attenders.

Prepare and deliver to the Yearly Meeting each 6th month the member/attender list in the format needed for the Yearly Meeting Directory

Prepare meeting minutes and documents for archival on acid free paper and deliver to the Guilford College Quaker Archives.