

## Meeting Office Manager Responsibilities

1. COMMUNICATIONS AND PUBLIC RELATIONS
  - a. Maintain and update meeting Calendar
  - b. Produce and distribute weekly Bulletin
    - i. Collect information from the Meeting such as calendar, announcements, opening exercises, greeters and refreshments
    - ii. Collect other information such as readings, birthdays and anniversaries as space allows
  - c. Collect and coordinate items for the Messenger (joint newsletter with West Chester Meeting)
    - i. Collect information from the Meeting
    - ii. Collect information from other sources, i.e., Quarterly and Yearly Meeting, community events, etc.
    - iii. Assemble information including Monthly Meeting Minutes and send to West Chester Friends Meeting
  - d. Maintain Meeting web site and calendar
    - i. Update calendar, flyers, and documents available on-line
    - ii. Update and maintain white board, bulletin boards and information centers.
  - e. Maintain Zoom account and Zoom meeting schedule.
    - i. Check for ongoing meetings that need updating for links and schedules
    - ii. Troubleshoot Zoom issues as needed.
  - f. Interface with the public and Quaker community
    - i. Collect, read and distribute mail and emails
    - ii. Answer phone and respond to questions
    - iii. Provide information to tours and visitors
  - g. Interface with public agencies and service contractors
    - i. Keep public forms and applications up to date for Chester County (food Service), Board of Elections and Birmingham police
    - ii. Co-ordinate building access for service contractors
  - h. Maintain list of use of property by outside groups
    - i. Collect info: who/reason/contact info
    - ii. Collect any donation amounts
2. MAINTAIN MEETING RECORDS
  - a. Coordinate with Oversight and Pastoral Care regarding Meeting membership records
    - i. Coordinate data consistency between Meeting, PYM and Committees
    - ii. Maintain and update member information
    - iii. Send annual membership statistics to PYM
    - iv. Maintain the Recorder Key Book
  - b. Maintain Meeting database
  - c. Back up Meeting computer

- d. Co-ordinate with the Technology Support Group to maintain the security of computer equipment and files from cyber-hacking and ransomware
  - e. Preserve minutes from Monthly Meeting for Business
  - f. Develop a user-friendly filing system on Google Drive
    - i. Work with Committee Clerks to devise a file structure and file naming system that facilitates members use of a shared electronic file system
    - ii. Assist members as needed to develop appropriately formatted electronic files of all documents
    - iii. Capture paper documents as electronic files as needed
    - iv. Review Committees' document libraries on a monthly basis to assure consistency of formatting and document naming strategies.
    - v. Work with the Meeting Archivist to facilitate long term storage of key files in an appropriate format
  - g. Work with the Meeting Clerk and Technology Support Group to capitalize on technology that would allow for searching electronic files
  - h. Assist in archiving Meeting records, as needed
  - i. Maintain Meeting Directory and Committee Lists
  - j. Maintain name tags
    - i. Prepare new name tags as needed
    - ii. Update and refresh older tags
    - iii. Keep the name tag board orderly and neat
3. ASSIST MEETING CLERK AND COMMITTEES
- a. Meet with Meeting Clerk on a regular basis
  - b. Prepare, distribute and file Monthly Meeting for Business agenda documents, as needed
  - c. Attend Monthly Meeting for Business
  - d. Assist committees with mailings as needed
  - e. Print reports as needed by committees
  - f. Preserve committee meeting minutes and other files
  - g. Create sign-up sheets: refreshments, opening exercises, greeters
  - h. Keep listings for O&PC Care Groups up to date and coordinated with Meeting membership records
  - i. Maintain records and list of members with clearances for First Day School
  - j. Maintain a registry of members with a key to the Meeting House
  - k. Communicate with the Clerk of the Property Committee about any physical property issues
4. MAINTAIN OFFICE EQUIPMENT AND SUPPLIES
- a. Stock pamphlets and Faith and Practice
  - b. Maintain and order office supplies
  - c. Re-order literature subscriptions
  - d. Purchase and maintain the computer and peripherals, with the assistance,
  - e. guidance and approval of the Property Committee
  - f. Maintain a clean and tidy office space within the Meeting House