Assembly Officer Responsibilities

Moderator Responsibilities:

- Work with scribes to circulate by email, an agenda before each week's assembly meeting
- Conduct weekly assembly meetings using Roberts Rules of Order, according to the agenda
- Establish and maintain environment of civility and kindness during meetings
- These people should at least be willing to learn how to conduct meetings properly. Nor prior experience is required, but these people should be comfortable leading a meeting and giving instruction.
- Be a voice and representative of assembly to new-comers and outsiders

Scribe Responsibilities:

- Circulate by email, call for agenda items. Assist moderator in developing agenda before each week's assembly meeting
- Conduct taking attendance and county reports at each meeting, as stated on agenda
- Welcome new members and get information about their background / introductions
- Maintain attendance records
- Make record of voting using roll-call
- Be a voice and representative of assembly to new-comers and outsiders
- Keep / maintain assembly minutes – save onto assembly file server
- Any other recording duties as directed by assembly

Treasurer Responsibilities:

- Give treasury report once a month
- Maintain bank account(s) where monies from donations are held
- Receive donations and keep an accounting of them
- Any other financing duties as instructed by assembly

Bailiff Responsibilities:

- Keep the peace in the assembly meetings – if anyone falls out of line outside of the moderator's ability to control them, using Roberts Rules of Order, the bailiff should step in
- He or she is to read the Bivens Statement at each meeting - read it three times, asking for attendees to acknowledge, if it applies to them
- Removal from the meeting of the 'unruly' may need to occur if the person or people are unable to maintain respect and order
- Bailiff needs to be level-headed and be able to stand firm
- In the original assemblies, the Bailiff was the sheriff, so this position could be seen as preparation for the sheriff in the future