**2020.3.2.5 Personnel Committee: Interim Update on Administrative Responsibilities**

We feel it is important to update Friends about a change made to personnel responsibilities at the beginning of March 2020. The position of Administrative Assistant has come to an end. We thank Joe Kanji for his service to the Toronto Monthly Meeting, and for pioneering this role.

However, as we considered this role more closely over the past year, it became evident that our design had several flaws. There was unnecessary fragmentation of responsibilities, and the requirement to be present at the House on certain days was unproductive. We spent a number of months doing process reengineering, and have redistributed the responsibilities to more logical owners.

Certain tasks have been assigned to an interim owner who will be responsible for these tasks until the technology conversion is complete because we did not wish to give the Secretary/Assistant Treasurer much more responsibility when she was already busy with year-end tasks and the conversion to our new accounting software. Here is a short summary (our full plan has a detailed spreadsheet showing all the tasks):

* The Secretary/Assistant Treasurer will assemble the weekly Announcements after Meeting for Worship. She will not be responsible for completeness or reminders. She will simply assemble the material she receives into a single document. *Please send complete final paragraphs to tmmfinances@web.net by 8:00 am on Thursday morning.*
* Most of the tasks and responsibilities that require a presence at Friends House will be handled by the On-Duty Friends. (One example of such tasks is putting out a sign-in sheet and the minutes, agendas, and any other copied documents ready for Monthly Meeting.)
* The Communications Clerk (currently Ginny Walsh) will be responsible for monitoring email sent to [tmm@web.net](mailto:tmm@web.net). She will handle queries from the website, and direct other emails to the appropriate person.
* One member of the clerking team will be responsible for sending the final Monthly Meeting minutes and attachments to the printer. We are hopeful that this change (which eliminates a “middle person”) will make the process more efficient. Ruth Pincoe will take on this task for the present.
* For now, changes to the TMM distribution lists will be handled by the Bookkeeper. However, this responsibility will ultimately revert to the Secretary / Assistant Treasurer, since she also handles the TMM Directory.

There will undoubtedly be a few wrinkles to iron out as these individuals take on new responsibilities. We appreciate your forbearance. Please note, finally, that this is only an interim update. A full report on the activities of the Secretary / Assistant Treasurer, Administrative Assistant, and Bookkeeper will be attached to the April Minutes for consideration at the May Monthly Meeting.

Ginny Walsh and Carolyn Knott

Co-Clerks of TMM Personnel Committee

15 March 2020