



THE RELIGIOUS SOCIETY OF FRIENDS (Quakers) IN BRITAIN

THE SOUTHERN MARCHES AREA QUAKER MEETING

CYFARFOD CRYNWYR RHANBARTH Y GORORAU DEHEUOL

Registered charity number: 1134528

The Governing Document says, *'The object of Southern Marches Area Quaker Meeting is the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the area of Southern Marches Area Quaker Meeting and beyond.'*

Quaker faith and practice (5th Edition - London, 2013) is the current Book of Christian Discipline of the Yearly Meeting of the Religious Society of Friends (Quakers) in Britain and contains guidance on the right ordering of Britain Yearly Meeting of which Southern Marches Area Meeting is a constituent part.

It strengthens our witness as a religious society and encourages us in our living of the testimonies. It inspires us to action, corporately in our meetings or individually and in groups. It searches our spiritual depths and refreshes our spiritual life as individuals and corporately. It reinforces the sense of community in our meetings QF&P 6.01

Our Governing Document refers directly to it for guidance and the way that we work. (See also <http://qfp.quaker.org.uk/> for an interactive version of Qf&P).

Throughout this document the abbreviations; Area Meeting, AM and SMAQM refer to Southern Marches Area Quaker Meeting; BYM and YM refer to Britain Yearly Meeting and QF&P refers to Quaker Faith & Practice

The purpose of this document is to help SMAQM Nominations Committee with their discernment and to describe to Friends who are approached with regard to this role the extent of the role and the demands that it will place on anyone who is appointed.

Job/Role Description: Custodian of Records/Archivist

1. List of main responsibilities:

- Encouraging good record keeping for Area and Local Meetings
- Encouraging and advising on which records should be kept, appropriate storage and eventual deposit of records of Local and Area Meetings in archives
- Depositing Area Records in archives
- Keeping and updating a list of deposited records
- Responding to enquiries related to history of Friends in the area, directing enquirers to appropriate archive locations

2. Administrative tasks involved (e.g. preparation, reports, arranging meetings, records):

- Revising Record Retention Schedule every few years
- Adding new deposits to List of Deposited Records
- Reporting to Trustees
- Advising Friends on record keeping

3. Frequency, location and types of meetings involved:

- Irregular Meetings with Trustees, Meetings and visits to County Archives

4. Approximate monthly time commitment: <ul style="list-style-type: none"> • 10 hours or less
5. Legal requirements, if any, relating to post: <ul style="list-style-type: none"> • Data Protection requirements • Safeguarding Legislation
6. Trienniums expected (and progression): <ul style="list-style-type: none"> • One, possibly more
7. Training needed to start, and ongoing: <ul style="list-style-type: none"> • Briefing by previous custodian • Conferences and training sessions occur from time to time • Comprehensive guides available from library@quaker.org.uk
Personal Qualities and abilities
8. Personal qualities and skills needed: <ul style="list-style-type: none"> • An orderly nature
9. Technical, computer use or administrative skills needed: <ul style="list-style-type: none"> • Ability to organise and handle data • Filing skills helpful • Basic word processing and email
10. Experience needed, or desirable: <ul style="list-style-type: none"> • None
11. Is membership required? <ul style="list-style-type: none"> • No
12. Knowledge of Quaker Business Method required? <ul style="list-style-type: none"> • Helpful to have some knowledge
Support in place for the post holder after appointment
13. Sources of support (including identified 'mentor/s'): <ul style="list-style-type: none"> • Safeguarding Lead Trustee • A.M. Data Protection Manager
14. Quaker Faith and Practice references: <ul style="list-style-type: none"> • Chapters 4.39 – 4.44 Records and 13.41 – 13.42 Libraries
15. Other helpful sources of information and guidance: <ul style="list-style-type: none"> • A.M. Safeguarding Policy • A.M. Records Policy • A.M. Location and Retention Schedule • Library at Friends House library@quaker.org.uk
16. Help with expenses: <ul style="list-style-type: none"> • By request to A.M. Treasurer

Comments and helpful information (e.g. from previous post holder)

- This can be a pleasant and interesting post especially for anyone with an interest in Quaker history
- Time commitment is irregular so it can fit in with other commitments and activities

Date: 20th April 2017