



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, A.M. 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: Clerk of Area Meeting Trustees

The purpose of this role is to ensure that the trustee body is fulfilling its responsibilities by meeting regularly, being aware of issues within AM and of legislative changes and taking appropriate action supported by professional advice.

1. List of main responsibilities:

In addition to the responsibilities in the JD of a Trustee, the Clerk will:

- Convene trustee meetings
- Draft agendas and issue one week before meeting
- Produce and circulate minutes of trustee meetings to fellow trustees and AM and LM clerks
- Ensure trustee minutes are sent to AM website and Custodian of records
- Write the achievements and performance section of the report for Charity Commission with input from local meetings
- Report on trustee activities to area meeting
- Liaise with AM clerk
- Read AM agendas to look for possible trustee issues and attend AM to ensure familiarity with current issues
- Receive updates from trustees about issues in their local meeting
- Send minutes to appropriate LM clerk/officeholders/outside body and follow up as necessary
- Be first point of contact for the Charity Commission
- Sign documents on behalf of the trustee body
- Ensure that trustees complete necessary paperwork on appointment
- Keep trustee information up to date on Charity Commission website
- Read Friends House mailings sent to trustees and AM clerks and raise any issues as appropriate
- Read information from Charity Commission and take action as necessary
- Keep up to date with legislation (e.g. health and safety, employment law)
- Ensure organisation and safekeeping of legal documents together with other officeholders

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

- Preparation of agendas, report writing, record keeping
- Arrangement of meetings
- Maintain telephone and email contacts as necessary

3. Frequency, location and types of meetings involved:

- Trustee Meetings – frequency? location?
- Area Meetings – six/ eight per annum, located throughout the AM Area

4. Approximate monthly time commitment:

- Five days

5. Legal requirements, if any, relating to post:

- Charity Commission requirements, including employment law, Safeguarding, data protection, financial management

6. Trienniums expected (and progression):

- One, with the possibility of being asked to continue for two

7. Training needed to start, and ongoing:

- Learning from previous post holders
- Woodbrooke courses are available
- Quaker Stewardship Committee 'Handbook for trustees of Quaker Meetings'
- Quaker Stewardship support- Friends' House

Personal Qualities and abilities

8. Personal qualities and skills needed:

- Good organisational and administrative skills
- Attention to detail
- Knowledge of Quaker business practice
- A knowledge of general business practice is helpful. e.g. finance, budgets, risk management, employment law
- Good communication skills
- An interest in the work and well being of the Area Meeting

9. Technical, computer use or administrative skills needed

- It is important to be able to use a computer, and to have access to email and a phone

10. Experience needed, or desirable:

- Management or administrative experience can be useful
- Previous experience as a trustee would be helpful though not essential

11. Is membership required?

- Yes

12. Knowledge of Quaker Business Method required?

- Yes

Support in place for the post holder after appointment

13. Sources of support (including identified 'mentor/s'):

- The Trustees, and previous post holders
- Friends' House advisers

14. Quaker Faith and Practice references:

- Chapters 14 and 15

15. Other helpful sources of information and guidance:

-

16. Help with expenses:

- By request to the Area Meeting Treasurer

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

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Rewards to be found in this service:

- The satisfaction of contributing significantly to the maintenance and progress of the Area Meeting, enabling Quaker work to continue and flourish
- Gaining a deeper knowledge of Quaker ways
- Personal and spiritual development experienced through the wider involvement in the life of Area and Local Meetings

Date: 7th July 2017