



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: Area Meeting Trustee

Trustees of the Area Meeting have the duties and responsibilities of property owners, and take general oversight of all affairs of the Area Meeting. The role of the trustees is to try to give effect to the discernment of the Area Meeting (A.M.), subject to Trustees' duties to safeguard assets, and to Trustees' obligations under QF&P, Trust Law, Charity Law and other legislation.

1. List of main responsibilities:

- Taking overall responsibility for the day-to-day administration of the assets of the Area Meeting. This responsibility is discharged through ensuring that individuals are appointed to undertake specified tasks, that these individuals have received any training required for this work, and that the required tasks are being undertaken satisfactorily.
- **Finance**
 1. Oversight of the accounting function of the treasurers within the A.M., including budgeting, preparation of annual accounts, audit or examination, and conduct of the financial affairs of the Area Meeting and of its constituent meetings.
 2. Ensuring that proper financial reports and accounts are presented as required by law and to Area Meeting in session on an annual basis. iii.
 3. Ensuring that adequate reserves are maintained by the Area Meeting to meet the cost of emergencies, and that the Area Meeting has an agreed policy with regard to financial reserves.
- **Property**
 1. Ensuring that responsibility is being exercised for the upkeep and maintenance of all buildings and Land or interests in land, owned by the Area Meeting.
 2. Monitoring policies and rates in respect of tenancies, lettings or room hirings.
 3. Ensuring that appropriate valuation of all property has been obtained for insurance and other purposes.
 4. Informing Area Meeting about the proposed purchase, use and disposal of property, advise of the implications for the Area Meeting of the receipt of property as a gift.
- **Risk Management and Legal Compliance**
 1. Ensuring that appropriate returns are made to the Charity Commission or other government offices.
 2. Ensuring that appropriate insurance policies are in place.
 3. Ensuring that regular overview is taken of any risks to which the monthly meeting may be exposed.
 4. Working with Area Meeting committees to ensure that the Area Meeting has updated policies in relation to all legal requirements, including (but not limited to) health and safety, conditions of employment, child protection, data protection and environmental care.
- **Insurance Responsibilities:**
 1. Ensure all assets, events and activities of SMAQM are appropriately insured and that the premium is paid in a timely manner.
 2. Work with L.M.s to regularly review the value of SMAQM assets including the effect of any building work on the value of property and the rebuilding costs.
 3. Check that the broker is reviewing possible alternative insurers every few years.
 4. Consider and agree with fellow trustees those occasions where it is better for SMAQM to bear the risk rather than pay a special premium for a “one off”.
 5. Advise L.M.s regarding their insurance position. For some queries the information needed may be in the documents but when necessary ask our brokers to check directly with the insurers.
 6. Support L.M. within SMAQM to claim under the insurance cover should the need arise.

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

- It is frequently necessary to work on documents between meetings, and/or to investigate and report on particular aspects

3. Frequency, location and types of meetings involved:

- Routine Trustees meetings are co-ordinated with Area Meetings, usually at one of the Area Meeting's Meeting Houses. Rarely a decision has to be made by e-mail conference

4. Approximate monthly time commitment:

- A typical routine meeting takes about 5 hours. An additional 2 or 3 hours a month for preparation and attending other meetings as representative trustee, so an average of 5 hours a month

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

- Ensuring that appropriate returns are made to the Charity Commission or other government offices.
- Ensuring that appropriate insurance policies are in place.
- Ensuring that regular overview is taken of any risks to which the monthly meeting may be exposed.
- Working with Area Meeting committees to ensure that the Area Meeting has updated policies in relation to all legal requirements, including (but not limited to) health and safety, conditions of employment, child protection, data protection and environmental care.
- Personal compliance with Trustee Acts 1925 to 2000
- Awareness of the possible potential financial liabilities of a Trustees
- Appointed and retired by Deed, as well as by minute of A.M.

6. Trienniums expected (and progression):

- One with the expectation of being asked for two

7. Training needed to start, and ongoing:

- Every trustee is encouraged to attend a Woodbrooke Trustee training course. Each newly appointed trustee should be supplied with a portfolio of papers (probably in digital form) that will supply a great deal of basic information. Trustees are normally expected to "specialize" in particular aspects of administration and so, for most new trustees some research would be necessary. It is hoped and anticipated that trustees will help and support each other and any expertise will be shared as appropriate.

Personal Qualities and abilities

8. Personal qualities and skills needed; the final three may be taken on by individual trustees or groups of trustees:

- Some knowledge of the Area Meeting structure, its constituent Meetings, its finances and its properties.
- Good interpersonal skills with the ability to maintain confidentiality
- Able to gain satisfaction from managing in the conflicting jurisdictions of QF&P, of Charity Law, and of Trust Law and build positively on the constructive tension between these, Trustees, A.M., and L.Ms.
- A basic understanding of finance including investments and financial reporting or knowledge of where to find information
- A basic understanding of employment regulations and practice or knowledge of where to find information
- A basic understanding of safeguarding children or vulnerable adults or knowledge of where to find information

9. Technical, computer use or administrative skills needed

- Preferably available on email, with access to the internet
- Telephone availability is important

10. Experience needed, or desirable:

- Sound Quaker Background
- Some business experience is useful, and is required within the Trustee body as a whole

11. Is membership required?

- Yes
- Must meet qualifications set out by Charity Commission (see CC3 Nov 2016 s. 3.1.)

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'):

- Previous post holders
- Fellow Trustees

14. Quaker Faith and Practice references:

- 15.03 – 07

15. Other helpful sources of information and guidance:

- Quaker Stewardship Support for Trustees
- Friends Trusts Ltd

16. Help with expenses:

- By request to Area Meeting Treasurer

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

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Rewards to be found in this service:

- Overview of all the events, property and people in Area Meeting
- Camaraderie among the trustees

Date: 7th July 2017