



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, QF&P refers to Quaker Faith & Practice and MFW refers to Meeting of Friends in Wales.

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: A.M. Meeting of Friends in Wales Nominations Representative

1. List of main responsibilities:

- Working with MFW Nominations representatives from other A.M. areas to bring forward names for appointments to posts that are or will become vacant.
- Keeping all Friends in Wales aware of opportunities for service with MFW through Calon and in other ways
- Liaison with Area Meeting Nominations Committee to exchange information when necessary: membership of AM Nominations Committee or willingness to attend some AM Nominations meetings to discuss MFW nominations issues is beneficial but not essential
- Liaison with Local Meeting Nominations committees or clerks when opportunities for service arise and suggestions of names are needed
- Building and sharing a record of Welsh-speaking Friends in the AM
- Attending MFW meetings where possible
- Keeping in touch by email, phone or meetings, with other MFW Nominations representatives to ensure that work to bring forward names is progressing
- Maintaining contact with MFW Clerk, Assistant Clerk or other representatives of MFW to receive and exchange information about appointments (through the Convener)
- Keeping any necessary records – and taking charge of record keeping if appointed as Convener to the MFW Nominations Committee
- Offering training and support to new members of the Committee
- Together with MFW Nominations Committee, making recommendations to MFW concerning Nominations policy and practice

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

- Record keeping
- Initiating and responding to communications by email or phone
- Report writing if acting as Convener of Committee

3. Frequency, location and types of meetings involved:

- Meetings could be by phone, on line, or in person, possibly four to six times a year
- MFW meets three times a year, this is an opportunity to meet fellow Nominations representatives.

4. Approximate monthly time commitment:

- Three to four hours: MFW nominations work may be sporadic with periodic concentration of activity needed, and much of it is done on a between meetings basis due to the infrequent nature of MFW Meetings

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

- None

6. Trienniums expected (and progression):

- One, although a request to serve a further triennium may be received

7. Training needed to start, and ongoing:

- Nominations courses are available at Woodbrooke, other events and conferences are also held
- Guidance and written background information from experienced Nominations representatives is also available

Personal Qualities and abilities

8. Personal qualities and skills needed:

- Discretion and sensitivity
- Knowledge of Friends in own Local and A.M. and/or willingness to build a close working relationship with LM and AM Nominations committees
- Ability to listen and to communicate with others
- Willingness to learn
- Welsh language could be helpful

9. Technical, computer use or administrative skills needed

- Ability to use I.T. is very useful for email and report writing
- It is necessary to have a telephone

10. Experience needed, or desirable:

- Experience of the Nominations process would be desirable but is not essential

11. Is membership required?

- Yes, Membership is preferable

12. Knowledge of Quaker Business Method required?

- Yes, this is needed

Support in place for the post holder after appointment

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

- Experienced Members of MFiW Noms group
- Friends on AM Nominations Group
- Guidance from Quaker Life website and documents

14. Quaker Faith and Practice references:

- Chapter 3, 3.22 to 3.25 (Nominations)
- Chapter 5, 5.04 to 5.05 (Meeting of Friends in Wales)

15. Other helpful sources of information and guidance:

- Information and support from Quaker Life at www.quaker.org.uk

16. Help with expenses:

- From MFiW Treasurer, by application

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

- This is a role which can be challenging at times but can also be a source of satisfaction and achievement. Those appointed to the role can feel that they are insufficiently acquainted with the gifts of Friends in their own AM. However, by careful and sensitive communication with MFW Nominations group, with Friends in AM and by the use of prayerful discernment, names are found and opportunities to serve are filled.

Rewards to be found in this service:

- Those appointed to the Nominations role will develop a greater understanding of Quaker work across Wales and those engaged in taking forward Quaker business. This is an opportunity to enhance personal spiritual development and to support other Friends throughout Wales to serve and grow in their turn.
- As with any Quaker service, this can be a chance to develop deep and lasting new spiritual friendships

Date: 03.05.17