



## 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 Nominations Committee Convener

The main task of the Committee is to bring forward names for the consideration of Area Meeting for appointments to posts that are or will become vacant.

Appointments are usually made for a 3 year period. Every 3rd year, at the start of the triennial period the Committee brings forward names in time for the Autumn AM. The Committee also brings names to AM at other times as requested, when vacancies arise.

1. List of main responsibilities:

- Calling Nominations Committee meetings
- Sending out an agenda so that each member can consider the tasks prayerfully and consult with others in the Local and Area Meeting, if appropriate.
- Clerking the meeting (or delegates the clerking)
- Writing up the decisions
- Acts as collator and coordinator for members to report on the results of their approaches to individuals
- Notifying the Area Meeting Clerk of the agreed names to put before AM
- Reporting to Area Meeting as required, on Nominations matters

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

- Preparation and dissemination of an agenda for Meetings and sending out notes afterwards
- Arranging meetings
- Report writing for AM

3. Frequency, location and types of meetings involved:

- Telephone Meetings in advance of Area Meetings – eight a year
- Some face to face meetings, e.g. towards end of triennium.

4. Approximate monthly time commitment:

- Two days

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

- None

6. Trienniums expected (and progression):

- One, and a further triennium may be requested

7. Training needed to start, and ongoing:

- Courses are available at Woodbrooke and elsewhere, Quakers Life
- Support from existing Nominations Committee members

**Personal Qualities and abilities**

8. Personal qualities and skills needed:

- A knowledge of the nature of the roles covered by the work of the AM
- The ability to build up an understanding of the gifts and interests of members of AM and own LM
- Good communication and interpersonal skills
- A tactful and discreet approach to the work

9. Technical, computer use or administrative skills needed

- The ability to use a computer is helpful, and to use email
- The ability to write notes, or minutes, and reports

<p>10. Experience needed, or desirable:</p> <ul style="list-style-type: none"> <li>• Experience on a Nominations Committee would be helpful but not essential</li> </ul>
<p>11. Is membership required?</p> <ul style="list-style-type: none"> <li>• Membership is preferable but not essential</li> </ul>
<p>12. Knowledge of Quaker Business Method required?</p> <ul style="list-style-type: none"> <li>• Yes</li> </ul>
<p><b>Support in place for the post holder after appointment</b></p>
<p>13. Sources of support (including identified 'mentor/s'):</p> <ul style="list-style-type: none"> <li>• Previous post holders</li> <li>• Quaker Life <a href="http://www.quaker.org.uk">www.quaker.org.uk</a></li> </ul>
<p>14. Quaker Faith and Practice references:</p> <ul style="list-style-type: none"> <li>• 3.22 to 3.25</li> </ul>
<p>15. Other helpful sources of information and guidance:</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p>16. Help with expenses:</p> <ul style="list-style-type: none"> <li>• By request to Area Meeting Treasurer</li> </ul>
<p><b>Comments and helpful information (e.g. from previous post holder)</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Rewards to be found in this service:</b></p> <ul style="list-style-type: none"> <li>• Satisfaction in helping Friends to find opportunities for service, a sense of being more fully involved in the life of the Area meeting</li> </ul>

**Date: 09/02/2017**