



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; MFiW to Meeting of Friends in Wales, 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 representative on Arrangements Committee of Meeting of Friends in Wales

1. List of main responsibilities:

As a member of the Committee:

- To approach potential speakers for the three Meetings of Meeting of Friends in Wales
- Once agreement is reached, to make arrangements for travel, providing directions and any other facilitation needed
- To create a programme of main speakers to address the three MFiW Meetings for the coming year, to be presented to MFiW in their mid year Meeting of the current year
- To arrange venues for the three Meetings in the following year; these will be reasonably convenient for Friends travelling from North and South Wales. Will have sufficient seating for up to 60 people, will have a working hearing loop (while church halls are acceptable, generally churches or chapels are not)
- To arrange for an instantaneous translation service from Welsh to English
- To communicate with the Clerks, Treasurer, translation service provider, venue provider and Committee members for the approaching Meeting
- To ensure the provision of name badges, pens, biscuits and tea and coffee

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

- The convener of the committee will convene meetings of the committee as necessary
- Preparation of a programme of speakers and venues for the following year

3. Frequency, location and types of meetings involved:

- MFiW meets three times annually, normally in February, June and October
- Arrangements committee meetings as necessary

4. Approximate monthly time commitment:

- One to two days

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

- None

6. Trienniums expected (and progression):

- One possibly, extended to a second

7. Training needed to start, and ongoing:

- Through the convener of the committee

Personal Qualities and abilities

8. Personal qualities and skills needed:

- Personable, good telephone style, able to multi-task

9. Technical, computer use or administrative skills needed

- Basic skills of word processing are necessary

<p>10. Experience needed, or desirable:</p> <ul style="list-style-type: none"> • Experience of meeting arrangement is helpful
<p>11. Is membership required?</p> <ul style="list-style-type: none"> • No
<p>12. Knowledge of Quaker Business Method required?</p> <ul style="list-style-type: none"> • No
<p>Support in place for the post holder after appointment</p>
<p>13. Sources of support (including identified 'mentor/s'):</p> <ul style="list-style-type: none"> • Clerks and treasurer of MFiW, convener and other committee members
<p>14. Quaker Faith and Practice references:</p> <ul style="list-style-type: none"> • None
<p>15. Other helpful sources of information and guidance:</p> <ul style="list-style-type: none"> • Records of previous arrangements
<p>16. Help with expenses:</p> <ul style="list-style-type: none"> • Available through MFiW on request
<p>Comments and helpful information (e.g. from previous post holder)</p> <ul style="list-style-type: none"> • It is helpful to use an extensive pro-forma for checking arrangements
<p>Rewards to be found in this service:</p> <ul style="list-style-type: none"> • Enabling Friends from across Wales to meet, worship and learn together is a form of service that can bring personal and spiritual growth through meeting others, and through participating more fully in the life of MFiW.

Date: 12.05.17