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 Representative Sidcot School

1. List of main responsibilities:
- To attend the Annual Meeting of the school
- To report to Area meeting on appropriate matters
- To contribute to the Quaker input to the school by clarifying issues as necessary at the Annual Meeting

2. Administrative tasks involved (e.g. preparation, reports, arranging meetings, records):
- Preparation of a short report for Area Meeting, which may require attendance to present it

3. Frequency, location and types of meetings involved:
- Annually at the school

4. Approximate time commitment:
- Half a day

5. Legal requirements, if any, relating to post:
- None

6. Trienniums expected (and progression):
- One, though a request made be made for the post holder to continue for a further triennium.

7. Training needed to start, and ongoing:
- Discussions with previous post holders
- Preparation by learning about the school, both through direct experience and through publications

Personal Qualities and abilities

8. Personal qualities and skills needed:
- To have some knowledge of education matters generally and an interest in the particular features of Quaker schools
- To be able to articulate, where appropriate, the views of Friends in the Area Meeting.
- Weekend availability.

9. Technical, computer use or administrative skills needed
- Use of a computer is helpful
- Access to a telephone

10. Experience needed, or desirable:
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11. Is membership required?
- Preferable but not essential

12. Knowledge of Quaker Business Method required?
- Yes, if at all possible

Support in place for the post holder after appointment

13. Sources of support (including identified 'mentor/s'):
- Previous post holders
- Representatives from other Area Meetings

14. Quaker Faith and Practice references:
- 23. 71 - 85

15. Other helpful sources of information and guidance:
- www.aquakereducation.co.uk/about-quakers/
- Quaker journals and publications

16. Help with expenses:
- By request to Area Meeting Treasurer

Comments and helpful information (e.g. from previous post holder) •
Rewards to be found in this service: • This opportunity for service offers the potential for personal growth, learning and for spiritual development. Supporting the education of young minds and the work of those that teach them is valuable work and brings its own satisfactions.

Date: 28/01/2017