

**EAST SCOTLAND AM
NOMINATIONS PACK**

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NOTE: Prison Visiting Minister: *There is a set process of appointment which has to go through Friends House Recording Clerk's Office. AM Clerk sends nomination to Recording Clerk's Office. The Recording Clerk's Office sends a form to the nominee, which is then sent to the Prison's Chaplain for processing, including the need for enhanced disclosure. The Governor will then offer an appointment as Visiting Minister with the terms and conditions set out. The nominee must then*

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write a letter of acceptance and inform the Recording Clerk's Office. We have no Quaker Prison Visitors or Ministers at present.

EAST SCOTLAND AREA MEETING

THE APPOINTMENT AND WORK OF THE AM NOMINATIONS COMMITTEE

COMPOSITION AND APPOINTMENT:

AM Nominations Committee is appointed by direct nomination at the May AM. Ideally it consists of 6 members serving for 2 years. Half the committee (3 members) are replaced every year: -

	Total	Year 1	Year 2
Dundee LM	2	1	1
St Andrews LM	2	1	1
Perth LM	1	1	
Angus LM	1		1

It is the responsibility of the nominations committee to appoint a convenor each year from the remaining group. (i.e. the group that has already served one year).

Where 6 members are not found to serve AM accepts a lesser number with at least 1 from each LM.

Nominations Committee tasks in East Scotland AM:

- Each year bring names of Elders and Overseers (on 3 year rolling system) to the October (Autumn) AM
- Every 3rd year in time for the start of the triennial period bring names for the other AM posts in time for the October (Autumn) AM
- Bring names for appointments to posts in other bodies depending on their individual periods of appointment.
- Bring names to AM as requested when vacancies arise or where new work arises
- The triennium is the same for all AMs and GM in Scotland. January 2008 to December 2010, January 2011 - December 2013 etc.

SUPPORTING MATERIAL:

- AM posts and list of current AM appointments
- Extracts from Quaker Faith and Practice concerning Nominations Committees, detailed guidance on the nominating committee process, additional duties of Convenor
- Job descriptions

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➤ Reference material

QUAKER FAITH AND PRACTICE CHAPTER 3

NOMINATIONS AND APPOINTMENTS

3.22 Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone. To each is given the manifestation of the Spirit for the common good. (1.Cor 12: 4-7)

It is the responsibility of a Christian community to enable its members to discover what their gifts are and to develop and exercise them to the glory of God.

3.23 Much of the work of meetings for church affairs and committees will be undertaken by Friends especially appointed by the meeting or committee responsible for the work, most often on the recommendation of a nominations committee. The process of appointment starts when the meeting identifies the need for a task to be performed. It is good practice for a meeting to have a clear view of the tasks that need to be accomplished on its behalf and to fix the length of service required so that both the meeting and the Friend appointed understand the commitment.

Many of our gifts are latent. A particular appointment may enable one Friend to exercise unsuspected abilities. Other Friends may find themselves overburdened by being appointed to service beyond their capacity and experience. It requires great discernment to know the right moment to ask a particular Friend to undertake or lay down a particular task.

Most appointments should be for either one or three years. It is generally undesirable for someone to hold an appointment for more than six years continuously although there may be exceptions. Meetings should give thought to the training of replacements for existing officers and it will help in this process if those appointed try to give the meeting some notice of wishing to be released from service.

Meetings will differ widely in the appointments they need to make. In some meetings there may be a shortage of people willing to undertake the work that is needed. In others there may be many who are anxious to serve and some may feel excluded from the busy life of the meeting if not offered appointment. It is important that the whole process be open and clearly understood by all who attend.

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3.24 The following suggestions for good practice are intended to apply to all our meetings and committees and to the appointment of Friends and, where appropriate, attenders.

In general a nominations procedure should be used when the appointment is to an office in the meeting, or for any other service of importance. Receiving nominations from the body of the meeting is not generally a good method of making appointments.

The great responsibility resting on nominations committees and their clerks cannot be too strongly stressed. Nominations committees should be large enough to be representative; impulsive Friends may need to be questioned, whilst the cautious and conservative may need to be encouraged to consider new ideas. The committee needs a balance of experience and age-groups. Members will need to have knowledge of the meeting and be prepared to take pains to understand the qualifications needed for the required appointments. They will need to be clear about the requirements of the service and where appropriate should consult the requesting body. They will also need to be discerning in judgment and tactful in manner. It is important that the members meet in a spirit of worship. Some meetings have found it helpful to survey the gifts of their members in a systematic way.

Nominations committees are appointed on behalf of the meeting, and suggestions for their consideration put forward by other members of the meeting may well be helpful to them. Such suggestions are best made directly to members of the nominating group. A nominations committee should act when asked to by its meeting or committee and only in exceptional circumstances on its own initiative.

Nominations committees are appointed in many ways. Sometimes names are suggested from the body of the meeting, on other occasions a special committee is asked to bring forward names of Friends to serve on the nominations committee. In some circumstances participating bodies send forward representatives. It is important to ensure openness and to prevent any suggestion of an inner group; thus membership should be for a limited duration. Many meetings retire one third of their nominations committee every year on a rotating basis.

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A nominations committee should think carefully before bringing forward the name of one of its own members for appointment. Any such nominee should withdraw from the meeting when her or his name is being presented.

A nominations committee should meet in a worshipful manner. Committee members will occasionally need to consult each other by telephone, but this should not be the normal means of conducting the committee's business.

The nominations committee is not the appointing body and must bring the suggested names to the body for which it acts. Members of this body have the responsibility for approving the names or not and must be given the opportunity to express any doubts they might have. Sometimes it may seem impossible to find someone to serve. Nominations committees should not hesitate to bring their problem back to the meeting to ask for both guidance and practical help.

The duration and scope of an appointment should be explained to all who are asked to accept nomination; the approach should not be made casually or acceptance taken for granted. It will be helpful to ask those nominated if they would consent to serve if the meeting required it. When a nominations committee brings forward a name it should not then be necessary to appoint 'subject to consent'. However it is important that it is made absolutely clear that the appointment would be made by the meeting in its discernment and not by the nominations committee. It will be helpful to indicate when the appointment is likely to be made.

Those nominated to serve as clerk of a meeting, elder, overseer, treasurer, registering officer or as a member of any nominations committee should be in membership. In case of difficulty the Recording Clerk may be consulted. (For further guidance on the appointment of elders and overseers see [12.07-12.09](#).)

Where two Friends would be expected to work together (e.g. as a clerk and assistant clerk) care should be taken to talk the proposal over informally with them before making any firm approach.

When it is decided not to renominate any Friend holding an appointment, care should be taken to convey this information sensitively in person or by letter well before nominations are submitted.

Nominations committees should be required to report from time to time on their thinking and their way of working.

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3.25 Despite being made prayerfully appointments do not always turn out as planned. It is the discretion of a meeting to end an appointment at any time if it is necessary to do so. Loving and tender care will be essential. An appointed Friend who finds the service inappropriate should be released.

Responsibility for an appointment does not end when it is made. Having been fully involved in the making of the appointments, the meeting must support and uphold those carrying out the tasks. Some may be disappointed that they themselves were not asked to carry out a particular function; humility and prayerful support for those chosen will be better than a continuing resentment.

Our ability to discern the gifts of others is not perfect and we will recognise an element of God's grace in our deliberations. Be bold; welcome the chance to give opportunities to younger Friends and to those more recently arrived, and encourage those who underestimate their own potential for service.

NOMINATIONS COMMITTEE PROCESS

The following steps assume an individual is to be sought. When a whole committee is being sought, the process changes somewhat. Questions of age and gender balance etc. become relevant.

1. Focus on the position to be considered. What are the **responsibilities** of the position? If no one present is clear about these, **DO NOT PROCEED** until the next Nominations Committee meeting when the relevant information will have been found. When the responsibilities of a given position are clear, committee members describe the personal qualities and/or spiritual gifts necessary to carry them out.
2. Now that clarity has been achieved, the committee goes into silence out of which people name whatever names occur to them, without commenting on the name. One person is responsible for recording these names.
3. When is it clear no more names are forthcoming, questions may be asked about names which are unfamiliar to some on the committee. When all are clear that they know enough about each name, the committee enters into silence again. (NOTE: Comments like 'I don't think s/he will do it' are not relevant here, only descriptive comments should be shared).
4. One person slowly reads out all the names suggested. Out of the silence which follows, each committee member names the **one** name which arises to the top for them. Again **no comment** is given on any name. Sometimes the

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clerk will need to stop someone who begins to comment. If no name arises to the top for someone, s/he states that.

5. When all committee members have shared who rose to the top for them, there may be only one name, and the clerk calls a sense of the meeting on that name. If one name seems to dominate, the clerk can ask if the committee is clear on that name or wishes to continue.
6. If the clerk feels there is no sense of the meeting, committee members then share why they think a given name rose to the top for them. After this sharing committee members go back into silence and once again state the one name that arises to the top for them.
7. Usually the clerk will be able to call a sense of the meeting after this second period of worship. If not, the committee needs to discern its next step.

NOMINATIONS COMMITTEE: ADDITIONAL CONSIDERATIONS

1, WHY NOMINATION COMMITTEES?

Why are names not called for at AM itself? Why do we not allow people to volunteer/put themselves forward for a job?

There are some jobs which need doing that it is appropriate to volunteer or suggest a name at the AM. These are usually one-off tasks e.g. someone to co-ordinate the arrangements for a special AM event.

Volunteering, suggesting names at AM have the following disadvantages:

- that some people might never get considered and thus their talents lost to the MM
- that it is hard to deal with an inappropriate suggestion (especially volunteering) without hurting feelings
- that the person will not feel as valued in the task as via the nominations process

2. STRENGTHS OF THE PROCESS

The person to be approached to serve is chosen out of worship and out of a sense of their gifts for a particular task, so that these gifts and sense of call can be shared with the person when s/he is asked to serve. Also, since the Nominations Committee members have reviewed the functions of the position under

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consideration, the person asking the chosen person can also be articulate about the responsibilities of the position in which s/he is being asked to serve.

The process doesn't focus on what gifts people don't have. There are perfectly fine names who are just not right for a given position. In worship, these names will just drop away without any comment on what they can't do. The process is not one of elimination. If a name is not right, that person's name will not rise to the top and no negative stuff need be said.

3. PROBLEM AREAS

The above process is idealised. It is time consuming and we are busy people!

The process as described does not allow for the voicing of negative feelings. But it should be possible for us to discuss all aspects of potential nominations openly and honestly (while also charitably and in confidence) bearing in mind that a full consideration at this stage can help to avoid negative comments in AM sessions. The spirit of the process is the important thing.

Problems can arise when we have too few people for the tasks. Nominations committee may need to think creatively about how necessary work may be done if names are difficult to find.

There may even be occasions when the committee has to report honestly to AM that they cannot at that time bring forward a name.

Minute 5: MM Minutes, November 2000

Report from Nominations Committee

Minute 1 of MM 3rd October 2000 asked Nominations Committee to look at which posts if any within the MM could appropriately be filled by Attenders. Their minute reads:

Nominations Committee considered the possibility of some appointments being filled by attenders, as requested by Monthly Meeting.

*a. Nominations Committee felt that for the following posts, the need for a high level of commitment and knowledge would mean that **Members only** should be put forward.*

- Clerk and Assistant Clerk*
- Registering Officer and Deputy Registering Officer*
- Funeral Advisor and Deputy Funeral Advisor*

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- *Elders*
- *Meeting for Suffering Representative*
- *GM Function Groups - Agenda; Nominations; Finance; Office; Outreach*
- *MM Nominations Committee*

*b. The following posts should be filled by **members if at all possible**, but could be filled by Attenders*

- *Membership Clerk*
- *Treasurer*
- *Overseers: Nominations felt these should be primarily Members*
- *Quaker Life and Quaker Peace and Social Witness Representatives*

*c. The following posts could be filled by **Attenders***

- *Young Persons Resources Coordinators*
- *Editor - Tayside Quaker*
- *Printers*
- *Northern Friends Peace Board Representative and Deputy*
- *Junior Yearly Meeting*
- *Young Friends General Meeting Representative*
- *GM Function Groups; Children and Young People; Education and Conference.*

Where Attenders are put forward, Nominations are aware that names are put forward for approval by MM. Where Attenders are put forward for appointment, Nominations Committee ask that MM Trusts the discernment of Nominations Committee.

We accept this recommendation with the exception of Membership Clerk, who should always be a member.

AM Nominations Committee:

CONVENORS RESPONSIBILITIES:

Prior to the Nominations Committee Meeting the convenor is responsible for:

- calling the meeting
- having the minute of instruction from AM available
- sending out an agenda (or phoning members about the agenda) so that each can think prayerfully of the tasks and consult with Elders or others in the LM if appropriate.

During the meeting

- clerk the meeting (or delegate the clerking) keeping to the agreed procedures
- write up the decisions in the record book

After the meeting

- write to AM (Co)Clerk with agreed names to put before AM
- act as collator/coordinator for members to report the results of their approaches to individuals

ELDER

See Faith and Practice: 12.12 "Duties of Eldership" and 12.07 to 12.11

1. AIMS AND OBJECTIVES

- a) "...the nature of the spiritual life and responsibility for the right holding of meeting for worship..."
- b) "...to ensure that the needs of the worshipping groups...are met."

2. METHODS: Elders shall to the best of their ability:

- a) ensure a 'wholesome' and supportive atmosphere amongst the worshipping group; it is acknowledged that this will not always mean agreement amongst those present. It is also acknowledged that this will sometimes involve 'speaking truth in love' to a Friend.
- b) liaise with Overseers, those working with Children/Young People, the Librarian/s and others within Meeting as necessary, in order to foster the total development of all age groups, by means of:
Bible study; Ministry; Discussion; Small groups; Support for others undertaking; involvement with the Children/Young People; Social interaction.

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- c) on behalf of the Meeting, Elders (in consultation with Overseers) offer appropriate support to any who have experienced bereavement/life changes which present them with difficulties.
- d) AM Minute 06.50 reads "We agree that the responsibility of organising funerals should be devolved to local meetings and shared between local elders. This may include involving other Friends in the taking of a funeral".
- e) shall be alert to/encourage those with much to offer who may yet be shy of giving spoken ministry or serving the Meeting in a capacity for which they seem well suited. They shall gently discourage/counsel those whose spoken ministry is felt to be unhelpful/not what 'builds up'.
- f) shall offer appropriate support to the Clerks and all other office holders within Meeting in upholding the right conduct of our meetings for church affairs. It is acknowledged that a spirit of prayer and seeking true guidance must be nurtured 'tenderly'.

OVERSEER

See Quaker Faith and Practice Chapter 12

In East Scotland AM, Overseers work mainly in their own LM. They may meet once a year prior to an Area Meeting. Oversight would include the fostering of community and thus is not only individual care, but care of the Meeting as a whole through the organisation of activities e.g. summer picnics, Christmas or New Year events.

Meeting for Worship

Overseers share with Elders the responsibility of making newcomers and visitors to Meeting for Worship welcome. Having someone named after Meeting for Worship to answer questions is a good idea. This may be an Elder or Overseer. Each Meeting chooses a system that works for them.

Business Meetings (Meetings for Worship for Church Affairs)

Attendees should be encouraged to attend Business Meetings.

An overseer should accompany them to explain procedures and should leave with them if there are any membership matters to be discussed.

Children

Overseers should welcome any additions to a family. Together with Elders they should facilitate the bringing of the new family member to Meeting for Worship at the appropriate time. The Meeting may wish to make special arrangements at this time.

Each LM has a Children's Work and Child Protection Policy and Procedures. This will include a role for Overseers in contributing to the well being of the children.

When young people are 16 they should be visited and offered 'Quaker Faith and Practice' or an alternative.

New Member

Overseers should encourage new members to attend business meetings.

Overseers should hold copies of guidelines should be available for Friends visiting applicants for Membership and welcoming new members are attached.

Transfer of Membership

Overseers should ensure that members who transfer into our AM are welcomed and included in oversight.

When members transfer to another AM, Overseers should consider if it is appropriate to write to the new AM.

AM CLERK AND CO-CLERK OR ASSISTANT CLERK: East Scotland AM

The role of and advice to Clerks is set out in Faith and Practice 3.12 to 3.-20

The two people appointed decide between themselves how best the Assistant Clerk can carry out the supporting role and who has responsibility for each task. It has been the practice for the Assistant Clerk to write one minute each AM to gain experience and to come prepared with an appropriate reading for the initial worship period.

Guidance to the clerk:

Before the AM:

1. The clerk prepares a draft agenda to go to each LM in advance, preferably 2 weeks in advance and chooses a suitable reading for the opening worship.

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It is useful to keep a 'diary' or 'planner' of items to come up at future Meetings and check against that.

There are designated contact people in the LMs not covered by the Clerk's themselves to consult about the agenda and who will publicise it in their LMs. If necessary these people can be called to a meeting, along with relevant office bearers if there are difficulties with the agenda planning.

2. The Clerk prepares draft minutes as far as possible for routine matters or the factual aspect of an item leaving blank spaces for AM decisions to be inserted. Remember these should be cheerfully abandoned, if necessary!

At the AM:

There are currently 4 AMs arranged per year though special ones may be added as required. They all start at 11am and the LMs take turns to host.

Meeting begins with about 15 minutes of silent worship leading on to the agenda. Permission to any Attender present is noted (the Clerk should have received advance notice). Attendees are required to leave the meeting during Membership matters (if possible an Elder or Overseer accompanies them).

It is important to keep an eye on the clock and to organise breaks to avoid undue tiredness. Try to take any substantial item early in the Meeting.

Minutes are written at the time and read back to the Meeting. A minute purely of record can be taken on the draft.

Call for attentive silence whilst the minute is being written.

The meeting closes with a few minutes of silence and the shaking of hands.

After the AM:

The clerk types up minutes and circulates to LM Clerks, AM Trustees, GM Administrator, GM Clerk and Tayside Quaker Editor.

Follow through on any items requiring action e.g. letters of appointment to any appointee along with relevant documentation, any appointed subject to consent etc. Much of this may be delegated to the Assistant/Co Clerk.

The Clerk's wider role

Beyond the fairly well defined tasks, the Clerk has a wider and more diffuse responsibility.

S/he has a facilitator role facilitating communication with Friends House/Centrally Managed Work of Britain Yearly Meeting and others outwith the AM. There are regular mailings to be dealt with - requiring an AM decision, requiring dissemination of information in the AM etc.

S/he has to become familiar with the procedures in Quaker Faith and Practice and therefore may have an advisory role at times. (The Assistant Clerk should also become familiar with these procedures as s/he might be seen as a potential clerk-in-training')

The Clerk tends to be the first point of contact and so represents the whole AM. This may mean unexpected and/or confidential phone calls or letters. Friends may turn to the Clerk with issues arising in individual Meetings as a 'neutral' Friend, who therefore must be prepared to listen and take action as appropriate or discern when no action other than being there is required. Sometimes the Clerk may find Friends have taken their concerns outwith the AM, and must then be prepared to accept that this is the best way.

Some current local administrative duties in this AM are:

- keeping list of appointments up to date
- informing by letter those appointed by the AM (including the length of service) enclosing relevant documents.
- Letter of thanks when term of service ends
- Where appointment is to an other Quaker body (eg NFPB, GM etc) informing that body of the appointment
- Using the Tayside Quaker to publicise information received which is of interest to members (eg conferences)
- Distributing copies of AM minutes (as above)
- Checking the East Scotland AM's entry in the Book of Meetings (sent annually from Friends House)

Recommended reading:

'Servant of the Meeting: Quaker business meetings and their Clerks' By Cecil W Sharman.

MEMBERSHIP CLERK

Read Chapter 11 of Faith and Practice.

Skills required

The Membership Clerk requires to be organised and be able to keep track of the various changes during the year as well as carry out the procedures as outlined in 'Faith and Practice'. It requires developing information channels with each LM so one is kept informed of changes. It requires noticing deadlines and prompting LMs to supply the information - especially for the GM Book of Members.

Maintaining a Membership List:

It is not necessary to be computerised! The main thing is that a clear system is used which will yield the information required by the AM for a) the Tabular Statement, b) the Book of Members. Note the list used for the Book of Meetings might not be identical as that for the Book of Members, since some Friends might opt out of having their personal details in that publication.

The Membership Clerk must keep a list of addresses of members (and regular attenders) and attempt to keep it up to date.

The sources of the information are:

- AM Minutes: Changes in Membership matters are recorded in the AM Minutes. Therefore, after each AM, use the minutes to change the record appropriately - those joining, resigning, marrying, dying or moving into or out of our AM.
- a contact in each LM to keep the addresses up to date and ascertain whether members and attenders wish to be included in the Book of Members or not. (There is a deadline date for this each year which is notified by person in charge of compiling it.)

The Membership Clerk has to rely on overseers and LM Clerk to be informed quickly of any changes.

Data Protection Act: Be aware of the provisions of the Act and ensure East Scotland AM complies. Mainly this is carried out via Overseers as they compile the membership locally when then ensure each member gives express permission where their details are published as in the Book of Members.

Forms: There are 'official' forms to assist. Keep a stock - obtainable from the Recording Clerks Office/Quaker Book Shop at Friends House. Transfer of membership requires the exchange of relevant forms between AMs. Various notifications are kept as part of the Membership records - eg Notification from

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another AM of the transfer of a Membership to this AM, notification regarding a marriage etc.

New Members: See that new members are asked if they wish to receive 'The Friend' for 3 months (this is a free trial offer which 'The Friends' makes to new members) as well as receiving a gift book from the AM. This is done in conjunction with the person appointed to welcome and continue befriending the new member.

Tabular Statement: The big task! Once a year the Membership Clerk completes the Tabular Statement and the official list of Members, Attenders and children not in membership.

Other tasks: Some duties have fallen to the Membership Clerk as an appropriate person for the role!

1. Checking/notifying changes for:
 - the Book of Members
 - the GM for Scotland arrangements card
2. Pass on changes of addresses to the relevant person in GM who maintains the GM database
3. Respond to enquiries such as addresses of meetings throughout the word of any member who asks.

TREASURER: East Scotland AM

The AM Treasurer's prime responsibility is to care and account for the financial resources of the AM, and to ensure that legal obligations arising from the Charity Act 1992 and SORP 2005 are adhered to:

1. The maintenance of income and expenditure ledgers, allocating all sums of money to their appropriate category.
2. The receipt and paying in of monies connected with AM business
3. The settlement of all bills and expenses incurred by the AM, including the reimbursement of friends out of pocket expenses resulting from activities conducted on behalf of the Meeting. All transactions to be documented/receipted.
4. Preparation of Year End Accounts, liaison with the Independent Examiner (Auditor) and submission of such Accounts to AM

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5. Preparing estimates of expenditure for the next financial year, and recommending an appropriate annual quota figures for contributions from each constituent LM.
6. Assisting the AM in deliberating on matters with financial implications, including level of contribution to BYM Common Fund each year.
7. Liaison with and advice to LM treasurers when required.
8. Preparation of Consolidated Accounts including AM and all LM transactions as required by Charity Law, seeing they are examined, and with Trustees having them signed and a written report of the ESAM activities prepared. Submission of such Accounts to OSCR (Office of Scottish Charities regulator) along with the annual return.
9. Working with, delegating tasks as necessary to, the AM Assistant Treasurer
10. Serving as one of the AM Trustees

AM Trustees

East Scotland Area Meeting is a registered Scottish charity (SC020698). Its affairs are governed by the relevant sections of Quaker Faith and Practice. With the creation of OSCR, The Office of Scottish Charities regulator, Churches' excepted status was revoked and all Churches were required to draw up a governing document with provision of the appointment of Trustees. East Scotland Area meetings' governing document was adopted on 20th October 2007.

Trustees are appointed by the Area meeting from its own membership. They will consist (as far as practicable the Area Meeting Clerk, Assistant Clerk, Treasurer and convenors of Elders and Overseers. There should be at least one Trustee from each of the constituent LMs.)

The Trustees will appoint a convenor from amongst themselves.

Duties of Trustees are to:

- a) carry out the duties laid upon them by legislation
- b) act in the interests of East Scotland Area Meeting having due regard to Area Meeting decisions
- c) seek in good faith to ensure that East Scotland Area Meeting operates in a manner that is consistent with its objects
- d) act with due care and diligence

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- e) ensure that East Scotland Area Meeting conforms to legal requirements.

The Trustees must hold at least 1 meeting a year as a separate body from the AM.

The primary decision making of the Society remains the Area Meeting. Trustees have an oversight function and would draw the AM's attention to matters required by legislation. (e.g. risk assessments on safety of premises). Their main task is financial oversight: annually to agree and sign the consolidated accounts and report and ensure it is sent in along with the annual return to OSCR. The AM Treasurer is accountable to AM Trustees. Trustees deal with matters remitted by AM.

ESAM does not have any employees and thus carries no employer functions on behalf of the AM.

Recommended reading: - **OSCR's Guidance for Charity trustees**
- **Handbook for Trustees of Quaker Meetings,**
Quaker Stewardship Committee

AM REPRESENTATIVE ON ST ANDREWS LM PREMISES COMMITTEE

The title deeds of St. Andrews PM Meeting House are in the name of the AM. In this sense, the AM is the owner. There is no outstanding debt.

St Andrews Premises Committee is delegated by the AM to conduct all business in relation to the premises. All financial transactions fall to St. Andrews LM Treasurer, not AM Treasurer.

The task of the AM representative on St Andrews LM Premises Committee is to represent the AM in any important decisions affecting the Meeting House and to assist the Committee in following good practice in the stewardship of property. Any major decision incurring debt or disposal of the Meeting House would need to be laid before AM itself.

It is not intended that the representative need be concerned with minor matters of upkeep of the premises, nor to attend all meetings of the St. Andrews LM Premises Committee. S/he will be kept informed through the minutes of St. Andrews LM Premises Committee and should attend when there is any matter involving major financial commitment.

REGISTERING OFFICER

The job has two aspects: the straightforward one is ensuring the marriages within the Society are held 'in right ordering'. This involves briefing the couple about the legal and Quaker side of the marriage ceremony, ensuring the Area Meeting is properly informed and duly appoints and holds the special Meeting for Worship, and that the marriage is legally registered. There are quite a lot of differences between the law in England and Wales and that in Scotland in this respect, so one has to be careful about using Quaker Faith and Practice and the Registering Officers' Handbook (available from Friends House). However, all that is needed is familiarity with filling in forms, and a meticulous eye for detail!

Much less straightforward (and more contentious) is the 'pastoral' role. Some Registering Officers would deny that this is their task but that of Overseers, but this view is not shared by the majority of ROs.

We have as a Society no formal preparation for marriage. Those asking to be married in our Meeting may not be particularly well known to Friends or even to overseers so that the RO should take the opportunity to discuss why the couple wants to get married at all, and why a Quaker marriage is particularly significant. Couples often welcome the chance to have a fairly deep conversation with a semi-stranger, who is in a privileged position to raise issues that they may never have previously talked about and which really do need to be out in the open (for example, about previous relationships). It may be helpful to carry out this side of the task with another Friend present. Part of the preparative discussion is to think of the wedding itself and to help it go as smoothly as possible and as far as possible in accord with the couple's wishes about how such a day should be.

Meeting for Sufferings Representative

The individual should be a *good listener* and should have a calm disposition since some issues can be extremely controversial. Such a role would suit the kind of person who appreciates when it is necessary to speak and when it is wise not to - on the grounds that if all 200 delegates spoke for just 5 minutes, each Meeting for Sufferings would last four times longer than it currently does. Likewise they should be the kind of person who can really move things forward (i.e. *creative/lateral thinker* with a *positive outlook*) rather than prevaricating over some non-descript issue (i.e. overly negative).

A *good sense of humour* is also an advantage as is the ability to see another's point of view (i.e. *adaptability*). They should also have a *sense of vision* viz. they will be making decision about OUR Society's future in the Meeting's role as a "crucible". Members of the meeting need to have *sufficient intelligence* to understand complex

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issues and be able to relay only the most pertinent information to their AMs - they should be *articulate*. They also need to have a degree of *political sensitivity* since Sufferings can address quite emotive matters; when they relay information members need to consider whether they might unnecessarily make matters worse.

Equally they must be aware that although they are attending Sufferings on an individual basis they are representatives of the AM. They must report back to the AM any issue which comes before Sufferings which would be of concern to the latter. Above all if they do speak at Sufferings they should bear in mind that they do so as the representative of their AM (i.e. should be a 'team player'). It is an advantage if the individual has knowledge of Quaker structures and procedures since much of the business of the Meeting is devoted to administrative and strategic decision-making

Last but by no means least members from East Scotland AM need to have a certain amount of time at their disposal. Although it is possible to fly up and down in a day it is more relaxing to come down the day before. That means that unless they take the Sleeper, Sufferings takes up to two days at least and that can run to an extra day (the meeting can end after the last train north). On top of that there is the report for the Tayside Quaker which takes up another half day. If the individual is particularly keen they may also wish to provide a verbal report to their AM when it convenes; sometime attending the AM can amount to half a day. So the net effect is the whole process can take up to 4 days per Meeting and it is therefore less appropriate for those with demanding commitments.

Meeting for Sufferings meets five times a year including one weekend. It meets in the Small Meeting House, in Friends House, London - opposite Euston Station - which can be handy for the sleeper. The meetings normally start at 10am, breaking for lunch from 1 - 2pm, and concluding anywhere between 3.30 and 5.30pm depending on the level of business, or the controversy of the moment!

Quaker Life Representative Council

Britain Yearly Meeting is the sum of its constituent area meetings. Meeting for Sufferings, which looks after the affairs of the Yearly Meeting in between Yearly Meetings, is made up of representatives from all area meetings. Responsibility for much of the work at national level is delegated by the Britain Yearly Meeting Trustees to central committees, with their associated departments at Friends House. Quaker Life Central Committee has a Representative Council which provides a two-way channel of communication with Friends in their meetings, the main purposes being educational, inspirational and consultative.

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Quaker Life Central Committee has found that the most effective method of facilitating the two-way process of communication is through two weekend gatherings a year where a combination of workshops and group sessions provides us with the space to engage with issues relating to Quaker Life work. New representatives will be sent information prior to the first meeting of the Council.

The role of the representative council member

(Quaker faith & practice, 8.13)

The role of the representative is one of co-ordination and communication, in order to enhance links between local meetings, area meetings and Quaker Life Central Committee and department. As detailed discussion of policy and review of working practices is often carried out by central committee in the light of feedback obtained by the representative council, the role of council members is vital in discerning priorities for the work.

Representatives should:

attend (or arrange for their deputy to attend) each meeting of the Representative Council. Area meetings will pay participation fees and reasonable travel expenses;

bring to the Representative Council news of activities or needs at local level in order to help to keep the committee's and department's work relevant and appropriate, inspired by best practices of Quaker concern;

keep their local meetings informed about the breadth and depth of work undertaken by the committee and department and in so doing support the fundraising effort undertaken by Treasurers and Collectors which underwrites all this work;

be in touch with any local members of Quaker Life Central Committee and include them in consultations with local correspondents where these are appropriate;

make regular reports to area meetings, whether in full session or in special interest groups or through written reports and newsletters.

NORTHERN FRIENDS PEACE BOARD REPRESENTATIVE

The role and responsibilities of Area Meeting representatives.

1. The Board meets four times a year for Board Meetings. These are held on Saturdays (sometimes with one weekend residential meeting a year) and venues can be anywhere within the Board's area ('north of the Trent'). In recent years the Board has also arranged a weekend Retreat for its members. Board members are encouraged to attend all Board Meetings, as far as possible; some Area Meetings also appoint a deputy or alternate Representative. Meetings of working groups (see point 6 below) will often take place between Board meetings.

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2. We hope that all Board members will be involved in, and aware, of peace concerns in their own local area. The board will offer support and encouragement to them in this work, and also the chance to enlarge and enhance their skills and understanding of peace work.
3. We are aware of the special gifts that Friends of a more contemplative nature have to offer us. The presence of such Friends on the Board might bring us more spiritual enrichment.
4. We ask Board members to be a channel of information on issues of peace - both from the Board to their monthly Meetings, and from their areas to the Board, to bring local peace concerns to the Board's attention.
5. Although Board membership **does** require a time commitment, it also offers help and inspiration to Friends already involved in peace work. Many actively involved Friends find that a period of Board membership is a source of strength to them in their work.
6. The Board encourages the **participation** of all Board members. This can be in many ways - as members of Board working groups, as representatives to other bodies, as delegates to conferences, and in any of the activities organised by the Board. We hope that all members will have a chance to offer their particular interests and skills to the service of the Board during their period of membership. Working groups - set up from time to time to explore and move forward in specific areas or projects - have included a workshop's group, a publications' group and a group to oversee the production of a video.
7. We hope that Board members will be open to new ways forward, interested in new direction for Quaker peace work, and supportive of new activities undertaken by the Board.

We welcome the appointment of young Friends and we are anxious that we do not overlook Friends who have much to offer us, but who have other responsibilities such as young families. We value the special insights they could bring us, and will do that we can to make their full participation possible

17. Tayside Quaker Editor

These Guidelines were revised in October 2005. I do not have a copy - can somebody insert them here please?

18. Tayside Quaker Printer and Distributor

I have asked Pam Brunt to put something in here.

**19. Young Friends General Meeting:
A guide to being a Monthly Meeting representative**

Young Friends General Meeting (YFGM) organises a number of spiritual and social gatherings throughout the year, for Young Quakers between 18 and 30.

At our three main gatherings we create a time to consider our lives, explore issues, worship together and have fun. We have visiting speakers who come to talk about the various issues of importance to Quakers in Britain. YFGM also publishes *Young Quaker*, a monthly magazine for Young Friends. Contact Hugo Finley: Phone: 0121 472 1998

Email: yfgm@quaker.org.uk

Young Friends Committee, as it was then called, was set up by a meeting of young Friends in Swanwick in 1911. Up until the 1970s Young Friends Central Committee (YFCC) as it had become, was made up only of representatives from the Area Meetings. We then opened our doors to all Young Friends who wanted to attend. We are now called Young Friends General Meeting (YFGM) and Monthly Meeting Reps have dwindled to a minority of those attending our gatherings.

Young Friends General Meeting is the representative body for young Quakers in Britain. It happens three times a year over a weekend in February, May and October, based in large Friends meeting Houses, sleeping on the floor. It is open to any young people from 18 to 30. AM reps are commonly appointed for three years. Reasonable travel expenses for reps should be met by AM.

YFGM acts as a co-ordinator of Young Friends' interests and activities and as a decision making body. This Quaker business meeting is both a forum where topics of interest and concerns are discussed and decisions taken, and a chance for meeting and making friends. Like other Quaker business, the basis of YFGM's meetings is a silent waiting on God, seeking the way forward. Friends should not therefore come with their minds made up on any particular point, but be informed and open to what may emerge.

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For many people, being a rep to YFGM will be their first Quaker appointment, and many may not have had much close contact with their Monthly Meeting, or with YFGM.

- Main Business items/concerns (try to involve the meeting with this by inviting questions if appropriate)
- Other Business - including points you were asked to raise, if any, and financial business.
- The social and spiritual life of YFGM
- News of forthcoming events and diary dates. A brief reminder of YQ Magazine (Free back issues are available from the office to show people)
- Always include a copy of the minutes including any handouts and/or reports appended to them
- If you are asking for donations to YFGM, only do this in person, not in a written report

EXPENSES

Most Area Meetings will be able to pay expenses for one, sometimes two, representatives to attend YFGM. Find out how much it is going to cost in advance, and talk to your MM Treasurer. If necessary you may be able to get the money in advance. Always try to travel the cheapest way possible. If there are any problems with getting expenses, contact the YFGM Co-ordinator.

AND FINALLY

If you feel that you no longer wish to be a YFGM rep, tell your Area Meeting straight away, so that they can appoint a replacement. Please also inform the Administrator, so that the records can be kept up to date. Find out who the new rep is, if there is one, and have a chat with her/him - pass on the tricks of the trade, that sort of thing.

The role of Area Meeting rep to Young Friends General Meeting is a difficult and often thankless one. If you're finding it too difficult, don't just give up. Talk to your AM - part of their responsibility is pastoral care towards you. Talk to other AM reps who may be able to offer help or at least suggestions. And ...

JUNIOR YEARLY MEETING

Three places are allocated per Area Meeting with up to 4 further places if required.

JYM takes place during the Easter holidays for 4 days (Thursday to Sunday).

Age: 15 to 17. Dates of birth are specified in the JYM nominations pack each year.

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JYM is a national gathering for those who are very involved or those you are not involved as a positive form of outreach

Ask anybody nominated to consider their other commitments such as holidays - if they drop out after the middle of February, the Area Meeting will be liable for the cost.

It is a representative event and young people nominated are expected to report back to their Area Meeting.

This is a valuable experience for young people and given high priority by the AM. See Faith and Practice 4.18

All expenses are paid by the AM.

CHILDREN AND YOUNG PEOPLE'S WORK ADVOCATE

1. Being an advocate of the need for children and young people's work within the Area meeting - encouraging awareness and support of the needs of children and young people in the Area Meeting. Linking people up.
2. Being an advocate of the need for children and young people's work within Local Meetings - encouraging awareness and support of the needs of children and young people in Local Meetings. Linking people up.
3. Developing networks between neighbouring Area Meetings and in areas covered by General Meetings
4. Contact person from friends House Children and Young Peoples Committee (C&YP Committee)
5. Get to know Advocates in neighbouring AMs and in General Meeting areas in order to develop and support joint initiatives such as Link Groups and Summer Schools.
6. Attend a meeting approximately once a year with other Advocates in their region
7. Attend Area Meeting to help air and explore children and young people's work .

Area Meeting Appointments to GM Function Groups

Agenda FG

One rep from each AM - appointed by AM

- Identify the topics and speakers for GMs
- Keep AMs aware that they can send items to GM

Children and Young People's FG

One rep from each AM - appointed by AM, preferably the CYP Advocate

- Discern and advise on the spiritual needs of children and young people
- Provide/support training for Friends working with children and young people, as required
- Keep up to date with child protection policies and regulations
- Provide input/advice for events like the "Kindrogan" summer gathering
- Advise on policies and procedures for GM events with children and young people

Conference FG - One rep from each AM - appointed by AM

- Be responsible for arranging and co-ordinating the 'Kindrogan' event
- Appoint hosts who take bookings, allocate rooms and are a welcoming presence throughout the weekend
- Ensure programmes for adults, teenagers and younger children are provided
- Invite speakers to the adult events
- Keep income and expenditure records and pass on to GM treasurer (preferably by a FG member, otherwise by the GM assistant treasurer or the GM treasurer)

Nominations FG - One rep from each AM - appointed by AM

- Bring forward names of Friends able and willing to serve GM on its various bodies, as well as for appointments to one-off occasions
- Hold and update information on all posts and tasks and maintain a list of past and present post holders
- With the help of AM reps, gather and maintain a list of possible future post holders, with their respective skills and interests

(Communications and Outreach Function Group is appointed by GM)