Table of Responsibilities and Working Group Terms of Reference
January 2015

Business Management	Working Group	Area Meeting
Membership	Applications Appointment of visitors Loving greetings Transfers in Transfers out Data, including preparation of Tabular Statement Bi-annual Membership Lists	Visitor reports Appointment of visitors Loving greetings Membership recording, including deaths, marriages Sign off Tabular Statement
Trustees	Trustees' Reports – actions from Area Meeting	*From AMNC* appointment of Trustees Trustees Reports
Treasurer	Area Meeting Budget Other financial matters	Area Meeting Budget *From AMNC* appointment of Treasurer AM Annual Report and Accounts
Registering Officer		*From AMNC* appointment of Registering Officer
Prison Ministers		*From AMNC* appointment of Prison Ministers, confirming nominations
Elders and Overseers		*From AMNC* appointment of Elders and Overseers
Records		*From AMNC* appointment of Custodian of Records
Nominations	*To Area Meeting Nominations Committee* Other events of concern	*To AMNC* Other events of concern
Appointments	*From AMNC* appointment to annual, regular and new events	
Meeting for Sufferings	Actions from Area Meeting	Meeting for Sufferings - Reports
Local Meetings	Referring actions from Working Group and Area Meetings to Local Meetings	Annual Report, "How is truth prospering?"
Minutes	Receipt of Area Meeting Minutes Receipt of Minutes from Local Meetings Receipt of Economic Justice Group Minutes Working Group Minutes to: Area Meeting; Local Meeting Clerks; AM Trustees; AMNC; AM Treasurer; MfS reps; Elders and Overseers; Clerks Support Group; Opted in group	Receipt of Working Group Minutes Area Meeting Minutes to: Working Group; Local Meeting Clerks; AM Trustees; AMNC; AM Treasurer; MfS reps; Elders and Overseers; Clerks Support Group; Opted in group
Reports	Receive reports, including from AM groups Assess and refer if appropriate to Area Meeting	To hear reports recommended by Working Group Meeting To hear reports specifically for Area Meeting, including BYM, BYM Gathering, JYM and Summer Shindig
Concerns	To hear concerns from Local Meetings in the first instance To forward concerns to Area Meeting, if appropriate	To refer concerns to Working Group Meeting. To hear concerns sent from Working Group Meeting and to discern appropriate action, including forwarding to Meeting for Sufferings
New and impending Legislation	Assessing and recommending to Area Meeting Appropriate actions	Appropriate actions

Terms of Reference

Area Meeting Working Group is enabled by Area Meeting:

a **To progress** routine items of Area Meeting business. This is defined in the "Table of Responsibilities".

b **To assess** which business to forward to full Area Meeting. This is defined in the "Table of Responsibilities".

c **To meet** on the first Tuesday in the month preceding Area Meeting, (unless a clash with other significant Quaker events occurs, eg BYM**).** Members attending regularly and committed to their responsibilities. To meet at a time and place at the discretion of the Group.

d **To communicate** from and back to constituent groups. This is essential if Area Meeting Working Group is to be effective.

e **To comprise** Area Meeting Clerk, Area Meeting Assistant Clerk, a Trustee, a Meeting for Sufferings representative, an Elders and Overseers representative, a representative from Area Meeting Nominations Committee and a representative from each Local Meeting.

Note: Where appropriate for timing, Area Meeting may also consider anything taken at Area Meeting Working Group.

Finding Visitors to Applicants for Membership

We have reconsidered the matter of finding Visitors to applicants for Membership of the Society. Following discernment we have agreed that in finding Visitors to applicants for Membership the following guidelines should apply**.**

1 The Area Meeting Clerk is the first point of contact for an application for Membership.

2 The Area Meeting Clerk will approach the applicant's Local Meeting Elders to find a Friend from that Meeting as the first Visitor.

3 Elders of the Local Meeting, knowing the applicant will then approach the Elders of another Local Meeting to find the name of the second Visitor.

4 Once the two Visitors are found, their names should be brought by the applicant's Local Meeting Elders to Area Meeting Working Group for appointment.

We note that Area Meeting has clear "Guidelines for Visitors" which is provided for Visitors and applicants.

We remind ourselves and we advise Local Meetings that any Member may be a Visitor, and not just Elders and Overseers.

Agreed at Area Meeting ……………………. From Minute ……………..