

Quakers in Yorkshire Outreach Projects Committee Terms of Reference

Purpose and objectives

The Quakers in Yorkshire (QIY) Outreach Projects Committee (OPC) was established when Quaker Outreach in Yorkshire was laid down at the meeting of QIY on 20th April 2013 (minute 6). The Committee's purpose is to 'support and encourage all forms of outreach and inreach in the QiY region'. The Committee does not undertake the outreach or inreach itself; this is done by local meetings, or area meetings, or other appropriate groups on behalf of Quakers (members or attenders), either in Yorkshire or with a substantial connection to Yorkshire. The Committee's aim is to promote and facilitate communication between meetings and offer practical and financial support as appropriate.

Membership and Accountability

Accountable to the QIY Trustees, the OPC comprises one representative nominated by each of the seven area meetings in Yorkshire and a Clerk/Convenor chosen by the Committee in consultation with the QIY Nominations Committee as appropriate. All these Friends are appointed by Quakers in Yorkshire, normally for three years. The Treasurer of Quakers in Yorkshire is also a member, ex officio.

The Committee reports to Quakers in Yorkshire annually and to Quakers in Yorkshire Trustees as required. It is allocated a budget by Quakers in Yorkshire Trustees, which authorises its Treasurer to provide money following a minute of the OPC in accordance with the guidelines given below. The Clerk maintains a record of applications received and minutes written during their service, and shares this document regularly with the Trustees.

Main work

Through its Area Meeting (AM) representatives, the Committee will

- keep in touch with nascent inreach/outreach initiatives within the 7 Area Meetings
- support Friends in their outreach activities, by for example, circulating helpful information
- publicise within each AM that grants are available to support outreach and advise Friends on the application process
- consider and process applications for grants liaising with the QIY Treasurer
- share in evaluation and make recommendations to Trustees
- provide any necessary continuity support to successful applicants to ensure that the results are reported to Trustees.

Details of the role of the AM Representative are in the Job Description dated March 2013.

The Committee has produced a document entitled '**Guidelines for Project Funding**' for potential applicants, for AM representatives and for Friends in Yorkshire which explains the criteria and process applicable to funding applications. There is also a **Funding Application Form**.

The Clerk services the Committee.

Meetings: frequency, mode and decision making

The Committee meets in person annually but is a primarily email-based working group. To conduct the discernment around grant applications in right ordering via this technology, it uses the following procedure.

- 1) The Clerk, having received the application as outlined in the document entitled '**Guidelines for Project Funding**' emails details to the other members of the Committee, who then have fourteen days to discuss this among themselves – remembering to leave the applicant's email address out of the 'reply all'. (In the absence of the Clerk the AM representatives will forward applications directly to the Committee). During this time, they may ask the Clerk to email the applicant(s) with further questions, or to consult any other appropriate body or expert.
- 2) At least four of the representatives must be involved in the discernment process as well as the Clerk.
- 3) If asked further questions, the applicant(s) have five days to respond as fully as possible or to ask for more time. Once answers have been received, the Committee has a further five days to consider the matter. If questions are asked and no response can be obtained – after three emails from the Clerk and a phone call if appropriate – the application is considered abandoned.
- 4) When the Committee seems to be nearing a decision, the Clerk offers a draft minute. Other members should respond to this as usual. When an acceptable minute is reached ('I hope so'; in email is very useful) the Clerk emails this to the applicant and (if money has been awarded) the Treasurer of Trustees.
- 5) If the applicant(s) have not heard from the Clerk, either with questions or a decision, within twenty one days of the application e-mail in Paragraph 1, it is acceptable for them to follow up by email or phone.

The following guideline amounts, based on previous experience, are used to help the group consider whether applications are within a reasonable range.

<i>Type of project</i>	<i>Amount typically offered</i>
• Inviting a guest speaker (expenses)	£ 200
• Stall and leaflets at one-day event	£ 250
• A series of Quaker Quest evenings	£ 300
• A video or short film	£1-2,000
• Publishing a book	£ 3,000

Sums over £3,000 require the specific involvement of Trustees in the discernment. The Committee will also refer to Trustees any application on which they feel that guidance is required.

Review

These Terms of Reference were approved by the Trustees of Quakers in Yorkshire September 2016. They will be reviewed in 2019, or as required.