

# **QUAKERS in YORKSHIRE**

## **Role Description**

**Title of role:**            **Member of Quakers in Yorkshire Arrangements Committee**

**Length of term of service:**

3 years (with possible renewal for a second term)  
(if there is a need to terminate early please inform QiY Clerk in writing)

**What the role entails:**

The task of the QiY Arrangements Committee is to plan the dates, venues and topics for the quarterly meetings of Quakers in Yorkshire.

The Committee is made up of one member from each of the 7 area meetings plus the clerks of Quakers in Yorkshire (ex-officio). The Committee is convened by one of the clerks.

**Desirable skills, experience and availability of training:**

General interest in and support for the activities of Quakers in Yorkshire.  
Attendance at some of the quarterly meetings of Quakers in Yorkshire.

**Frequency of meetings and the time commitment envisaged:**

The Committee normally meets twice a year, usually on a Saturday in May and September.

Email correspondence is used at other times but not a lot.

Financial support is available from QiY Treasurer for travel to the annual meeting.

The time commitment is low.

**To find out more:**

Talk to one of current members, or one of the clerks of QiY.

**Date:** 1 September 2017.

# QUAKERS in YORKSHIRE

## Role Description

**Title of role:** Assistant Clerk (Communications)

**Length of term of service:** 3 years, (with possible renewal for a second term)

### What the role entails

This is a new post to support the two Co-Clerks Quakers in Yorkshire (QiY). The Assistant Clerk (Communications) will assist with the organisation and administration of QiY and have particular responsibility for maintaining good communications with meetings and members across Yorkshire.

The duties of the Assistant Clerk (Communications) will be agreed with the Co-Clerks. It is not envisaged that the Assistant Clerk (Communications) will need to write minutes or sit at the table during the quarterly meetings.

### Desirable skills, experience and availability of training

The desirable attributes and experience for the Assistant Clerk (Communications) of QiY are:

- Organisational ability;
- Understanding of Quaker business method;
- Computer skills including email and word-processing;
- Experience of publishing using print and electronic media.

The following would be useful or could be developed:

- Interest in exploring social media and use of smartphones and tablets;
- Website publishing.

The role will suit someone with enthusiasm for the Quaker business method and interest in the strong future of Quakers in Yorkshire. QiY will be willing to assist with training.

### Frequency of meetings and the time commitment envisaged

The Assistant clerk will be in regular communication with the Co-Clerks. The main focus of activities is the quarterly meetings which the clerks are responsible for organising with the help of an Arrangements Committee. The present Co-Clerks hold a pre-meeting to plan each quarterly meeting. Recently, each programme has been contained within a Newsletter which has given information about future events throughout the region. This format has been well received. Its continued success is dependent on receiving up-to-date news which will be of interest to Friends. The Assistant Clerk will have a major role in assisting with the Newsletter and perhaps communicating with local and area meeting clerks/correspondents to encourage them to submit news items. In addition, the co-clerks are approached to distribute information by e-mail.

The time commitment is difficult to indicate because this is a new role and depends on how much time the appointed person wishes to give to the role.

### To find out more:

Talk to David Olver (Co-Convenor of Nominations Committee), or the Co-Clerks.

**Date:** 21 May 2016

## **Tasks shared by the Clerks of Quakers in Yorkshire**

This is a list compiled by the current clerks of their tasks.

### Meetings

Organising all aspects of the quarterly meeting (venues, topics, speakers, notices)

Liaison with local Friends who are hosting meeting.

Collecting and deciding which testimonies to read to meetings.

Clerking meetings.

Drafting minutes.

Follow-up activities – minutes and their distribution, thanks, appointments, actions, submitting a report to *The Friend* or delegating responsibility for this.

### Appointments and Records

Ensuring all appointments made by QiY are done properly.

Informing nominations committee of vacancies etc.

Keeping archival records of minutes, papers and documented activities.

Depositing records at University of Leeds, when appropriate.

Liaising with Friends who are Custodians of Yorkshire Quaker Archives.

Ensuring that the triennial List of Members is compiled, printed and distributed.

### Bodies for which QiY is responsible

Liaison with relevant clerks or officers of bodies for whom QiY has some responsibility – Bootham, The Mount, Breckenbrough, Glenthorne, The Retreat.

Contact person for other groups for which QiY appoints representatives.

### Committees and groups

Arranging and clerking the twice-a-year Arrangements Committee

Liaison with Nominations Committee

Liaison with Trustees and attendance (ex officio) at Trustees' meetings

Liaison with Outreach Projects Committee

Liaison with other QiY groups (Under 19s Coordinating Group, Yorkshire Friends Holiday School, Junior Holidays, Easter Settlement)

### Communications

Liaison with clerks of seven Area Meetings.

Dealing with correspondence (mainly now by email).

Contact person for BYM and other regional/area meetings.

Ensuring that someone responsible for on-going communications:

Website, Calendar, Triennial Book of Members and Attenders, between meetings e-mails, Twitter account

### Printed/Online programmes or newsletters

Collection of information for each meeting and other items of interest to Friends.

Production of programme/newsletter.

Liaison with printer.

Compilation and maintenance of postal and email address lists.

Distribution of programmes online (mailings done by printer)

Liaison with new Website team.

It is recommended that at least two of the three-member clerking team have up-to-date postal and e-mail lists; and that at least one of the team maintains an up-to-date list of appointees, obtained from Nominations Committee.

# **QUAKERS in YORKSHIRE**

## **Role Description**

**Title of role:** Custodian of Yorkshire Quaker Archives

**Length of term of service:** 4 years (renewable)

### **What the role entails:**

The Yorkshire Quaker Archives are held on long-term deposit in the Special Collections department of Leeds University Library. They consist of the records of Yorkshire Quarterly Meeting, Yorkshire General Meeting, Quakers in Yorkshire, Area and Local Meetings in West Yorkshire.

The day-to-day care of the archives is in the hands of the professional staff of the Library, who produce materials for use in the reading room when requested, answer routine enquiries, and undertake cataloguing and numbering tasks when new records are deposited.

The role of the Friend Custodians is

- to liaise between Quakers in Yorkshire and the Library;
- to provide input on policy from a Quaker point of view;
- to report triennially to Quakers in Yorkshire on the development and physical well-being of the archives and on the use made of them by researchers;
- to approve (or otherwise) requests from researchers to be allowed to consult or copy material less than fifty years old;
- to encourage local and area meetings to deposit non-current records with the Library on a regular basis; and, depending on personal inclination, to undertake (on a voluntary basis) more detailed listing and/or enquiry work than the staff of Special Collections have time for.

### **Desirable skills, experience and availability of training:**

It is envisaged that the Custodians will have a strong interest in Quaker history and in the preservation and exploitation of the physical records of this history; be of a methodical turn of mind, with an interest in modern methods of communicating the existence and content of the archives to a wide audience; and be enthusiastic about informing the Quaker community in Yorkshire about the importance and strength of the archives.

### **Frequency of meetings and the time commitment envisaged:**

The Custodians meet as necessary and agree amongst themselves the tasks to be undertaken. Members communicate by phone or email to organize the activities.

### **Keeping Friends informed:**

It is desirable to keep the Clerks of Quakers in Yorkshire informed of any relevant developments. Reports to a meeting of Quakers in Yorkshire should be made every three or four years.

Financial support is available for travel to/from Leeds.

**Date:** 22 May 2017

# **QUAKERS in YORKSHIRE**

## **Role Description**

**Title of role:** **Governor of Bootham or The Mount Schools**  
(also called Member of the School Committee)

**Length of term of service:** 4 Years with re-appointment up to another 4 years allowed.

**Quakers in Yorkshire appoints the Governors of Bootham School and The Mount School. The two schools are run independently and are separate charitable companies.**

Reference to the “School” in this document means either Bootham School or The Mount School.

### **What the role entails:**

The members of the School Committee are the governors of School and collectively responsible for its governance. This includes approving the strategies and policies needed to run an effective school, ensuring that it complies with all statutory and regulatory requirements, appointing the head and senior staff, monitoring the performance of the schools, ensuring financial stability, overseeing the running and management.

Maintaining the Quaker ethos and upholding Quaker values in all educational matters.

### **Desirable skills, experience and availability of training:**

Skills in care, teaching, social organisations.

Experience of working in, or running, schools and charitable organisations employing staff, including financial matters.

Experience of serving on committees dealing with personal problems.

Understanding of the unique features of Quaker schools.

Sometimes specific skills are required. These will be stated in approaches to potential governors.

Robust safeguarding procedures are essential for the success of the School and all trustees must abide by them.

### **Contact with School:**

It is essential that potential governors meet with current governors and staff before appointment to ensure that there is mutual understanding of roles.

The School provides induction and opportunities for training in school governance.

### **Frequency of meetings and the time commitment envisaged:**

The frequency of meetings and commitments vary and will be discussed when contacting the School. There are normally a minimum of three Board meetings per year plus another committee meeting three times a year. Visits to School as arranged.

The time commitment varies considerably and depends on mutually agreed responsibilities.

**Keeping Friends informed:**

The Mount and Bootham report annually to a session of Quakers in Yorkshire.

**To find out more:**

Speak to the Clerk of the School Committee. Visit the School. Look at the website.

**Date:** 17 January 2017

**THE MOUNT SCHOOL (YORK)****GENERAL RESPONSIBILITIES OF SCHOOL COMMITTEE MEMBERS**

- To ensure that the School complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the School pursues its objects as defined in its governing document
- To ensure the School applies its resources exclusively in pursuance of its objects
- To contribute actively to the Committee's role in giving firm strategic direction to the School, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the School
- To ensure the effective and efficient administration of the School
- To ensure the financial stability of the School
- To protect and manage the property of the School and to ensure the proper investment of the charity's funds
- To appoint the Principal and monitor her/his performance
- To attend four Committee Meetings per academic year (x3 two day meetings and x1 one day 'strategy' meeting) and any Sub-Committee meetings or other meetings that arise in addition to these for which reasonable notice is provided, unless pre-existing commitments or unforeseen circumstances prevent them
- In addition to the above statutory duties, each member of Committee should use any specific skills, knowledge or experience they have to help the Committee as a whole reach sound decisions. This may involve:
  - Scrutinising Committee and sub-Committee papers
  - Leading discussions
  - Focusing on key issues
  - Providing guidance on new initiatives
  - Other issues in which the individual has special expertise

# QUAKERS in YORKSHIRE

## Role Description

**Title of role:** Breckenbrough School Trustee or Governor

**Length of term of service:** 4 Years with re-appointment up to another 4 years allowed.

### **What the role entails:**

The trustees are the governors of Breckenbrough School and collectively responsible for its governance. Trustees are also Directors of the company which runs the School. For a general description of Breckenbrough School and the role of a trustee/director see attached information.

Trustees are appointed by Quakers in Yorkshire but the school is self-governing and Quakers in Yorkshire has no responsibility for its operation.

Robust safeguarding procedures are essential for the success of the School and all trustees must abide by them.

### **Desirable skills, experience and availability of training:**

Skills in care, teaching, social organisations.

Experience of working in, or running, schools and charitable organisations employing staff.

Experience of serving on committees dealing with personal problems.

The School provides induction and opportunities for training.

### **Frequency of meetings and the time commitment envisaged:**

See attached information. Minimum three Board meetings per year plus another committee meeting three times a year. Visits to School as arranged.

The time commitment varies considerably and depends on mutually agreed responsibilities.

### **Keeping Friends informed:**

The School reports about every three years to Quakers in Yorkshire. It is useful for trustees to make known the work done by the School in their local meetings.

### **To find out more:**

Speak to one of the current trustees. Visit the School. Look at the website.

**Date:** 16 January 2017

## **Information provided by Breckenbrough School for potential trustees**

Breckenbrough is a residential Special School for boys of average and above average ability with a range of learning and behavioural difficulties, including Asperger's Syndrome, Autistic Spectrum Disorder and Attention Deficit Hyperactivity Disorder. It is the only Quaker Foundation Residential Special School in the United Kingdom.

It is a 'special' school in so many different ways; we pride ourselves on providing a nurturing and supportive environment for all our boys to further develop their intellect and behaviour. We have a philosophy of peaceful and constructive conflict resolution to create respect, understanding, tolerance and forgiveness throughout our community.

The 40 or so boys have 'lost out' under mainstream systems. The fees paid us by the Local Authorities who place the boys are our only income; we have no backing from historical shareholdings or other investments. So our future depends on our being known to be good and on the ability of others to pay fees.

We offer support to parents before the boys arrive, provide the boys with personalised education and care during their stay; and after they leave we offer further support from our Care Officer. We help restore a boy's self-confidence, often badly damaged by earlier failure. The work ranges from securing the basics to 'Oxbridge Entrance'. Some boys' social and academic learning may barely exist, despite their being bright, some stunningly so. They present enormous challenges to staff who give them skilled care and attention, individualised teaching, respect and love.

We meet legal demands to have a governing body and be inspected by OFSTED and others. Trustees have a key role in sustaining Quakerism in the school.

### Notes on Trusteeship at Breckenbrough

Breckenbrough will keep you busy but we find that those who undertake service become fond of the school and enjoy themselves there. You are also welcome to ask any trustee about the work involved.

We pay expenses for travel to and from school for Board and Committee meetings and for costs incurred on other school business; and we support attendance at Friends Schools' Council events including Governors' conferences and Executive Meetings.

While considering trusteeship, do visit school and meet the Head and other staff.

Trustees are expected:

1. To attend 3 Board meetings a year, held in school at 1330 hours after school lunch on a Wednesday.
2. To attend Trustee meetings, (Trustees are the school's Directors).
3. To join one or two other Committees, each meeting once a term at least. They are Education and Care, Finance, Marketing, Personnel, and Premises. Education and Care is the biggest.
4. To be "rostered" with a colleague to do a scheduled Governor Visit once a year or so as part of the Board's monitoring role, looking at administration, education, and care according to a programme devised by the Head and our Nominations group.
5. And after a while -To be a "Lead Governor", i.e. to take responsibility for e.g. Health and Safety, or Child Protection; or to be Company Secretary or Chairman or Deputy, or to be on the Nominations group.



6. Some Trustees will be asked to Clerk or convene a Committee. This involves preparing and managing meetings and seeing that a proper record is kept. The Head attends most Committees and may use his laptop to make Minutes for agreeing Quaker style. This can help a non-typing Convener. Other Trustees on the Committee help the meeting along and assist in decision-forming, as will all present.
7. To serve on an 'Ad hoc' Board working group. This may be intensive but should not last for many weeks.

The above duties are mainly undertaken in visits to school during working hours. Some other points. It's enjoyable and useful for trustees to be at the various school events to which trustees are invited, such as end of term entertainments, carols, sports day, and the regular staff training days. Some trustees help with interviews for new staff.

There may be a particular way in which you're equipped to help the school, some special expertise or experience. This should not add to your work load but rather shape it for you so that you operate in an area where your special knowledge or understanding or skills fit best.

Contact details:

Breckenbrough School, Sandhutton, Nr Thirsk, North Yorkshire, YO7 4EN

Tel; 01845 587238. E-mail: [office@breckenbrough.org.uk](mailto:office@breckenbrough.org.uk)

Website: [www.breckenbrough.org.uk](http://www.breckenbrough.org.uk)

Reg Charity No 529516. DoFE No 815-7002. Company No. 6223076

# **QUAKERS in YORKSHIRE**

## **Role Description**

**Title of role:** Clerk of Trustees

**Length of term of service:** 3 years and normally by agreement a second term of 3 years.

### **What the role entails:**

Quakers in Yorkshire became a registered charity in 2010. From that time the Finance and Trusts Committee became the Trustees with one trustee for each of the 7 area meetings and nominated by the AM.

The Clerk of Trustees is appointed by Quakers in Yorkshire.

The Trustees are responsible for the financial, business and compliance side of the QiY activities. There is a separately appointed Treasurer who where practicable, is also a trustee. The two post holders need to work closely together.

The Clerk sets the agenda for meetings of trustees, coordinates the preparation of the business, clerks the meetings, drafts the minutes, and does all post meeting actions.

The Clerk deals with any between meeting issues and works with the Clerks of QiY to ensure that all matters are dealt with efficiently. There is a particular responsibility to liaise with the Clerks of the Management Committees of the two York Schools in relation to their annual accounts.

### **Desirable skills, experience and availability of training:**

Clerking experience.

Experience of being a trustee, either with an area meeting or with a registered charity.

Experience of some Quaker office at national or regional level is helpful.

Woodbrooke offers training courses for trustees. The Quaker Stewardship Committee provides support for trustees.

### **Frequency of meetings and the time commitment envisaged:**

Currently there are three meetings of trustees each year.

The time commitment required varies across the year. Around meetings it is substantial.

Between meetings low apart from when specific issues arise.

### **Keeping Friends informed:**

Trustees are responsible for preparing the Annual Report and Accounts. The Clerk and Treasurer liaise with the examiner of the accounts.

The Clerk normally reports to a QiY meeting once a year.

### **To find out more:**

Speak to the current Clerk – David M Robson, or the ex-clerk of QiY – David Olver.

### **Date:**

14 March 2014

# **QUAKERS in YORKSHIRE**

## **Role Description**

**Title of role:** Co-Clerk of Quakers in Yorkshire

**Length of term of service:** 3 years, (with possible renewal for a second term)

### **What the role entails:**

Clerking of Quakers in Yorkshire (QiY). QiY is a regional gathering for Friends in seven area meetings. It provides pan-Yorkshire service and is a registered charity No. 1139514.

There are two co-clerks who share the tasks. (See list below). The sharing of roles has worked well. The division of the tasks is agreed between the two clerks. In the past one of the clerks is responsible for correspondence and liaison with all QiY groups and the other clerk is responsible for the preparation of the printed and online communications before and after meetings, but this is for the two clerks to agree.

### **Desirable skills, experience and availability of training:**

The desirable attributes for the clerks of Quakers in Yorkshire are similar to that of any clerk in the Society of Friends:

- organisational ability,
- minuting skills,
- sensitivity to the needs of the meeting,
- deep understanding of Quaker business procedures,
- acceptance of being the servant of the meeting.

Nowadays reasonably good computer (email/word processing) skills are essential as electronic communication can considerably lighten the load.

It is likely that QiY clerks will have had experience of being clerk of an area and local meeting.

### **Frequency of meetings and the time commitment envisaged:**

(a) Preparation, clerking and follow-up of quarterly meetings.

(b) 'Leadership' of QiY and liaison with QiY groups.

Time commitment is not onerous compared to (say) area meetings as there are only four meetings per year and the on-going work is not often time-critical.

### **Keeping Friends informed:**

Continual attention to communication and encouraging feedback is vital.

### **To find out more:**

Talk to current or previous clerks. [David Olver 2008-2013, Barbara Parry 2010-2015, Chris Love 2014- ].

**Date:** 2 January 2015

## **Co-Clerks Quakers in Yorkshire – Summary of Tasks**

Tasks shared between co-clerks

### Meetings

Organising all aspects of the quarterly meeting (venues, topics, speakers, notices)

Liaison with local Friends who are hosting meeting.

Collecting and deciding which testimonies to read to meetings.

Clerking meetings.

Drafting minutes.

Follow-up activities – minutes and their distribution, thanks, appointments, actions.

### Appointments and Records

Ensuring all appointments made by QiY are done properly.

Informing nominations committee of vacancies etc.

Keeping archival records of minutes, papers and documented activities.

Depositing records at University of Leeds, when appropriate.

Liaising with Friends who are Custodians of Yorkshire Quaker Archives.

Ensuring that the triennial List of Members is compiled, printed and distributed.

### Bodies for which QiY is responsible

Liaison with relevant clerks or officers of bodies for whom QiY has some responsibility – Bootham, The Mount, Breckenbrough, Glenthorne, The Retreat.

Contact person for other groups for which QiY appoints representatives.

### Committees and groups

Arranging and clerking the once-a-year Arrangements Committee

Liaison with Nominations Committee

Liaison with Trustees

Liaison with Outreach Project Group

Liaison with other QiY groups (Under 19s Coordinating Group, Yorkshire Friends Holiday School, Junior Holidays, Easter Settlement)

### Communications

Liaison with clerks of seven Area Meetings.

Dealing with correspondence (mainly now by email).

Contact person for BYM and other regional/area meetings.

Ensuring that someone responsible for on-going communications:

Website, Calendar, Triennial Book of Members and Attenders.

### Printed/Online programmes or newsletters

Collection of information for each meeting and other items of interest to Friends.

Production of programme/newsletter.

Liaison with printer.

Compilation and maintenance of postal and email address lists.

Distribution of programmes online (mailings done by printer).

# **QUAKERS in YORKSHIRE**

## **Role Description**

**Title of role:** Easter Settlement Treasurer

**Length of term of service:** 2 years, renewable. Appointed to organize the next two Easter Settlements.  
(If there is a need to terminate early please inform QiY Clerk in writing).

### **What the role entails:**

Quakers in Yorkshire sponsors the annual Easter Settlement held at Cober Hill, Scarborough. Up to 2012 it was under Quaker Outreach Yorkshire but when that body was laid down the responsibility passed to QiY.

The role of the Easter Settlement Treasurer is to do the book-keeping for the annual event. The Easter Settlement Treasurer works with the Quakers in Yorkshire Treasurer who is overall responsible for the finances.

The Easter Settlement Treasurer is supported by the Easter Settlement Planning Group which consists of Friends who have been involved in Easter Settlements. The Planning Group is responsible for making all the arrangements for the annual events.

The Easter Settlement Planning Group and Treasurer have the support of the QiY Trustees (who underwrite the Settlement), the QiY Safeguarding Officers, and the Under 19's Coordinating Group (who advice on support for children and vulnerable adults).

### **Desirable skills, experience:**

Experience of bookkeeping or accounts for a small organization.

### **Frequency of meetings and the time commitment envisaged:**

As an annual event, activity starts with planning the next year's Settlement and peaks in the lead up to Easter. The Treasurer is not involved in the organization of the event but will need to be consulted.

### **Keeping Friends informed:**

A report is usually presented to the January meeting of QiY.  
Reports on the Easter Settlement are a good way of spreading knowledge of the event.

### **To find out more:**

Chris Petrie (Settle) has been Treasurer for many years but has combined the role with overseeing bookings. In future the roles will be separated.

**Date:** 22 September 2016

# **QUAKERS in YORKSHIRE**

## **Role Description**

**Title of role:** Examiner of the Quakers in Yorkshire Annual Accounts

**Length of term of service:** 3 years, renewable.

**What the role entails:**

Independent examining the annual accounts of Quakers in Yorkshire which is a registered charity (No. 1139514) with an income of about £80,000.

**Desirable skills, experience and availability of training:**

Knowledge of charity accounting and SORP accounts.

Experience either as a treasurer or as clerk of a finance committee.

The Examiner must be independent so not currently actively involved with the organisation of Quakers in Yorkshire or the finances of any of its sub-groups.

Integrity and confidentiality are important.

**Frequency of meetings and the time commitment envisaged:**

The once a year examining needs to be done when the accounts have been prepared (normally late Spring). The basic time involved need not be more than a few hours, unless problems are found.

**To find out more:**

Talk to the QiY Treasurer and current Examiner.

**Date:** 9 January 2015

# QUAKERS in YORKSHIRE

## Role Description

**Title of role:** Trustee of Glenthorne Quaker Centre

**Length of term of service:**

4 years (with possible renewal for a second term).  
(if there is a need to terminate early please inform QiY Clerk in writing)

**What the role entails:**

Glenthorne Quaker Centre is located at Grasmere in the Lake District. Glenthorne was given to Quakers in 1961 and since then has developed to be partly a guest house and partly a Quaker centre for conferences, meetings and other charitable activities.

Glenthorne Quaker Centre is an independent charity with managing trustees appointed by Quakers in Yorkshire and Westmorland Regional Meetings. The Management Committee of trustees is responsible for the on-going management of Glenthorne and stewardship of the property and financial assets.

**Desirable skills, experience and availability of training:**

General interest in supporting and promoting Glenthorne.  
Expertise particularly needed in building maintenance, financial skills, or management experience.

**Frequency of meetings and the time commitment envisaged:**

The trustees meet quarterly. Trustees are normally expected to be on one of the sub-committees with delegated responsibility.

The commitment required of trustees is to have a continuing interest in furthering the objectives of Glenthorne. Travelling expenses are paid and overnight accommodation is available before or after meetings if needed.

**To find out more:**

Contact the clerk of the trustees: Christina Birch, Clerk, Glenthorne Quaker Centre,  
[christinabirch@phoncoop.coop](mailto:christinabirch@phoncoop.coop)  
or one of the current trustees.

More information about Glenthorne Quaker Centre, and the programme of events can be found on the website [www.glenthorne.org](http://www.glenthorne.org)

Role Description prepared by Quakers in Yorkshire Nominations Committee

**Date:** 17 September 2016.

# QUAKERS in YORKSHIRE

## Role Description

**Title of role:** Yorkshire Junior Holidays Committee

**Length of term of service:** 3 years (renewable) for Committee members.  
(if there is a need to terminate early please inform QiY Clerk in writing)

**What the role entails:**

Junior Holidays Committee runs two or three holidays each year for children age 7 to 12. These are currently weekends but one-week holidays have been organized in the past. They also sometimes arrange one-day Activity Days, coincident with meetings of Quakers in Yorkshire. There are from 10 to 25 children on holidays and activity days.

Members of the Committee may help to run the Holidays and act as Volunteers themselves, but this is a personal choice. Additional volunteers are recruited by the Junior Holidays Committee as needed.

Typical work of the Committee includes: holiday reports; venue & dates of future holidays; leaders and personnel and transfer of equipment; financial reports; DBS procedures and updates; first aid; risk assessments; consideration of the physical resources which the committee owns (cf inventory); Junior Holidays facilitation of spiritual development.

There is a role for Friends who can help with the administration but not necessarily get involved with the organisation of holidays.

**Desirable skills, experience and availability of training:**

- COMMITTEE MEMBERS WHO ASSIST WITH RUNNING A HOLIDAY MUST HAVE CLEARANCE FROM THE DISCLOSURE AND BARRING SERVICE TO ENSURE SAFEGUARDING OF CHILDREN. Clearance obtained through a local Quaker meeting is acceptable.
- Experience of working with children.
- Experience of assisting with holidays (any activity, e.g. preparing meals).
- Member or Attender of a Local Meeting in Yorkshire. A spread across the county is desirable.
- Experience with administration of events, particularly safeguarding procedures.

The Under 19s Coordinating Committee is available to offer advice on availability of training. They ensure that all the necessary clearances for child safeguarding are in place and they also are available to offer advice.

**Frequency of meetings and the time commitment envisaged:**

The Committee normally meets twice a year. Members communicate by phone or email to organize the activities.

**Keeping Friends informed:**

Junior Holidays reports annually to Quakers in Yorkshire in January. Reporting to local meetings who sponsor children is appreciated.

To find out more contact the Convenor of Junior Holidays Committee. Financial support is available from Junior Holidays to support the person in the role.

**Date:** 30 September 2017



# QUAKERS in YORKSHIRE

## Role Description

**Title of role:** Member of Nominations Committee

**Length of term of service:** 3 years, renewable.  
(if there is a need to terminate early please inform QiY Clerk in writing)

**Nominating and appointing bodies:**

Each of the seven area meetings comprising Quakers in Yorkshire nominates 1 or 2 Friends to serve on the Nominations Committee. The nomination normally comes via the Area Meeting Nominations Committee.

Formal appointment is made by Quakers in Yorkshire.

**What the role entails:**

Being part of the team which finds names of Friends to serve on the various bodies for which QiY is responsible:

- Officers of QiY (Clerks, Clerk of Trustees, Treasurer).
- Members of QiY groups (Under 19s Coordinating Group, Junior Holidays, Easter Settlement).
- Governors of Bootham School, The Mount School, Breckenbrough School).
- Trustees of Glenthorne Quaker Guest House.
- Members of governing body of The Retreat.

**Desirable skills, experience and availability of training:**

Experience of being on a local meeting, or area meeting, nominations committee.  
Ability to sensitively assess whether the gifts of a Friend are right for the role.  
Experience of Quaker business methods at any level.

Woodbrooke runs excellent courses on nominations procedures.

**Frequency of meetings and the time commitment envisaged:**

The Committee meets three times a year on Saturdays, normally in Leeds. The work of finding names is normally done by two members working together to bring names forward.

**To find out more:**

Talk to one of the Convenors of Nominations Committee.

**Date:** 9 January 2015

Financial support is available from QiY Treasurer to support the person in their role.

# **QUAKERS in YORKSHIRE**

## **Role Description**

**Title of role:** **Representative on North Yorkshire Standing Advisory Council for Religious Education (SACRE).**

**Length of term of service:**

Three years, renewable by mutual agreement.

**What the role entails:**

Every local education authority must have a SACRE to advise and monitor the religious education in the area. The representative is expected to attend meetings (see below) to represent Quakers and take part in the normal duties of the SACRE.

Quakers in Yorkshire appoints the representative to the **North Yorkshire SACRE** because it crosses the boundaries of three area meetings and covers the following local meetings:

Craven & Keighley AM – Airton, Bentham, Settle, Skipton.

Pickering & Hull AM – Malton, Kirbymoorside, Pickering, Scarborough, Whitby.

York AM – Harrogate, Thirsk.

**Desirable skills, experience and availability of training:**

Interest in religious education.

The North Yorkshire SACRE is composed partly of RE teachers, some retired. It is reported to be well organized and interesting; They look at content and delivery of RE in primary and secondary schools. The role might suit someone with an interest in feeding in a Quaker perspective or someone with interest in interfaith/interchurch activities.

**Frequency of meetings and the time commitment envisaged:**

The North Yorkshire SACRE committee meet about four times a year, or maybe once every half term, on a Thursday afternoon.

**Keeping Friends informed:**

There is no requirement to keep Friends informed but there might be policy issues which are of interest to Friends in local meetings.

**To find out more:**

The representative from 2012 to 2014 was Heather Goodall (Harrogate meeting).

**Date:** 12 June 2014

# QUAKERS in YORKSHIRE

## Role Description

**Title of role:** Safeguarding Coordinator

**Length of term of service:**

Normally 3 years (with possible renewal for a second term) but shorter periods can be accommodated.  
(if there is a need to terminate early please inform QiY Clerk in writing)

**What the role entails:**

QiY has a Policy on Safeguarding Children and Vulnerable Adults. There are normally two Safeguarding Coordinators. The main requirement is for one or both Coordinators to be available at the time events (Junior Holidays and Yorkshire Friends Holiday School) are held. This does not mean attending the events.

Brief Job Description for QiY Safeguarding Coordinator who is already experienced and trained.

1. Each event (i.e. YFHS and a Junior Holiday) should have one member of staff designated to oversee safeguarding. They must have the contact details of the QiY Safeguarding Coordinators who should be available by phone if an incident needs to be reported.
2. If there is a problem then the leader of the event contacts the QiY SG coordinator and they decide on the next step, using section 3 of the CCPAS Guide "Safe and Secure"
3. If necessary use the Quakers in Yorkshire Disclosure forms.
4. Keep the Clerk to QiY Trustees (or the designated trustee for safeguarding) in the picture without divulging unnecessary details.

**Desirable skills, experience and availability of training:**

Experience of working , or volunteering, with young people.

Hold a Disclosure and Barring Service clearance.

General interest in supporting the provision of events for young people.

**Time commitment envisaged:**

To be agreed between the two appointed Safeguarding Coordinators. One Coordinator to be available (by phone) during events.

Training and attendance at workshops encouraged. All expenses will be reimbursed.

**To find out more:**

Talk to current Safeguarding Coordinators or members of the Quakers in Yorkshire Under 19s Coordinating Group.

Role Description prepared by Quakers in Yorkshire Under 19s Coordinating Group

**Date:** 24 January 2017.

# QUAKERS in YORKSHIRE

## Role Description

**Title of role:** **Governor of The Mount School**  
(also called Member of the School Committee)

**Length of term of service:** 4 Years with re-appointment up to another 4 years allowed.

### **What the role entails:**

The members of the School Committee are the governors of The Mount School and collectively responsible for its governance.

The governors are appointed by Quakers in Yorkshire. [ but the school is self-governing and Quakers in Yorkshire has no responsibility for its operation.]

Robust safeguarding procedures are essential for the success of the School and all trustees must abide by them.

### **Desirable skills, experience and availability of training:**

Skills in care, teaching, social organisations.

Experience of working in, or running, schools and charitable organisations employing staff.

Experience of serving on committees dealing with personal problems.

The School provides induction and opportunities for training.

### **Frequency of meetings and the time commitment envisaged:**

See attached information. Minimum three Board meetings per year plus another committee meeting three times a year. Visits to School as arranged.

The time commitment varies considerably and depends on mutually agreed responsibilities.

### **Keeping Friends informed:**

The Mount and Bootham report to Quakers in Yorkshire annually.

[Relation with QiY]

### **To find out more:**

Speak to one of the current trustees. Visit the School. Look at the website.

**Date:** 16 January 2017

## THE MOUNT SCHOOL (YORK)

### GENERAL RESPONSIBILITIES OF SCHOOL COMMITTEE MEMBERS

- To ensure that the School complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the School pursues its objects as defined in its governing document
- To ensure the School applies its resources exclusively in pursuance of its objects
- To contribute actively to the Committee's role in giving firm strategic direction to the School, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the School
- To ensure the effective and efficient administration of the School
- To ensure the financial stability of the School
- To protect and manage the property of the School and to ensure the proper investment of the charity's funds
- To appoint the Principal and monitor her/his performance
- To attend four Committee Meetings per academic year (x3 two day meetings and x1 one day 'strategy' meeting) and any Sub-Committee meetings or other meetings that arise in addition to these for which reasonable notice is provided, unless pre-existing commitments or unforeseen circumstances prevent them
- In addition to the above statutory duties, each member of Committee should use any specific skills, knowledge or experience they have to help the Committee as a whole reach sound decisions. This may involve:
  - Scrutinising Committee and sub-Committee papers
  - Leading discussions
  - Focusing on key issues
  - Providing guidance on new initiatives
  - Other issues in which the individual has special expertise

# **QUAKERS in YORKSHIRE**

## **Role Description**

**Title of role:** Treasurer of Quakers in Yorkshire

**Length of term of service:** 3 years (with possible renewal)

### **What the role entails:**

- Responsible for the care of, and accounting for, the funds of Quakers in Yorkshire (QiY) which is a registered charity (No. 1139514).
- The Treasurer is an ex-officio trustee of QiY so works with trustees to steward the financial resources of QiY. This includes budgeting and producing the annual accounts for approval by trustees.
- QiY has an investment portfolio with Investment Managers which the Treasurer oversees in conjunction with trustees.
- Income is raised from a quota on area meetings, activities, sale of items, donations and investments.
- Expenditure is on supporting the activities of QiY and its groups. There are no paid staff and QiY owns no property.

### **Desirable skills, experience and availability of training:**

The desirable skills and experience are the same as all Treasurers in the Society of Friends:

- Integrity;
- Organisational skills;
- Bookkeeping experience;
- Experience of SORP accounts;
- Knowledge of Quaker organisation at local, area, regional or national level.

Woodbrooke offers extensive training courses for treasurers.

### **Frequency of meetings and the time commitment envisaged:**

Trustees normally meet three times a year. Other meetings as necessary.

Regular book-keeping eases effort. Most time involved in compiling annual accounts.

Time commitment generally less than an area meeting treasurer.

### **Keeping Friends informed:**

Work with Clerk of Trustees to keep trustees and others informed of state of finances.

### **To find out more:**

Talk to current Treasurer. [George Race 2010-2017]

**Date:** 4 February 2017

# **QUAKERS in YORKSHIRE**

## **Role Description**

**Title of role:** **Independent member of Under 19s Coordinating Group**

**Length of term of service:** 3 years, renewable for a second term

(if there is a need to terminate early please inform QiY Clerk in writing)

### **What the role entails:**

The Under 19s Coordinating Group consists of 3 (proposed to be 4) 'independent' members plus representatives of the QiY groups which provide activities for children and young people (Junior Holidays, Holiday School, Easter Settlement).

The group provides support for the activities, discusses policy issues and ensures (on behalf of Trustees) that safeguarding procedures are in place. The members are independent of the activities so that they can provide objective support.

See the attached sheet for more information.

### **Desirable skills, experience:**

Experience of working with children and young people.

Knowledge of current safeguarding procedures is helpful but not essential.

A range of ages is beneficial to the Group.

A geographic spread across Yorkshire is desirable.

### **Frequency of meetings and the time commitment envisaged:**

The Group meets twice a year, usually in Leeds, typically in June and November.

The minimum commitment is to try to attend all meetings of the Group as the membership is small.

Financial support is available from QiY Treasurer to support the person in their role.

### **Keeping Friends informed:**

The Group reports to Quakers in Yorkshire at the January meeting as part of hearing about the activities of children and young people in the previous year.

### **To find out more:**

Talk to one of the current members.

**Date: 18 June 2014**

## Notes about the Quakers in Yorkshire Under 19s Coordinating Group

### 1) This group is made up of:

#### 3 independent members appointed by Quakers in Yorkshire who are currently:

Hilary Evens (Harrogate) Email [hilaryevens@yahoo.co.uk](mailto:hilaryevens@yahoo.co.uk) 2nd term of 3 years due to end Dec. 2015 but has asked to be released at the end of 2014. Took over from Susan Robson.

Lucy Martin (Skipton) [klhjp\\_martin@tiscali.co.uk](mailto:klhjp_martin@tiscali.co.uk) 1st term of 3 years due to end Dec. 2015.

Kate Marks (Sheffield Central) [kate.r.marks@googlemail.com](mailto:kate.r.marks@googlemail.com) 1st term of service 3 years due to end Dec. 2016

The independent members should not be directly involved in the running of the events but can be involved with discussions and policy making.

**Plus representatives from Yorkshire Friends Holiday School, Junior Holidays and Easter Settlement.**  
[The Link Group was laid down a few years ago.]

2) There are two QiY Safeguarding Coordinators who will be called on if there is an issue at an event currently Hilary Evens and Claire Whiteley (Huddersfield) until the end of 2014. The QiY SG coordinators do not have to attend the coordinating group meetings.

#### Each event should have their own safeguarding officer

3) The convenor of the u19s coordinating group is currently Hilary Evens. The convenor has usually been independent member and, given that independent members are appointed by QiY, it probably makes sense. It also provides some continuity as the representatives from JH, YFHS and Easter settlement are not necessarily the same people each time.

#### 4) Meetings of the u19s coordinating group

Two meetings are held each year, usually at Carlton Hill Meeting House in Leeds, one in June and the other in November. The dates are agreed at the November committee meeting for the following year and the convenor books the room with the warden of Carlton Hill QMH. The aim of the meetings is coordination between the various groups and discussion on matters that affect all the groups e.g. policy making and agreeing common procedures where possible. The policy has been agreed but we are still working on the guidelines such as recruitment procedures and appropriate training.

#### 5) Reporting

We send minutes of our meetings to the clerks of Quakers in Yorkshire and also to David Robson as our contact trustee. We usually report to QiY at the January meeting.

#### 6) Yorkshire Friends Holiday School for 13-18 year olds.

YFHS has its own committee which meets three or four times a year. The current secretaries are Guy Milner (who is the usual rep. to our u19s meetings) [gmilner1980@gmail.com](mailto:gmilner1980@gmail.com) and Mark Rymer. Ruth Clarke is treasurer.

The website can be found at: <http://www.yfhs.org.uk/> New email [yfhssecretary@gmail.com](mailto:yfhssecretary@gmail.com)

There is one major event each year, Holiday School, for about 100 people including the 13 – 18 year olds, student helpers and adult volunteers. There is also a reunion week each year.

The volunteer base is stable and roles are clear. They usually have a doctor and a nurse as volunteers and one member is appointed as safeguarding officer. Many of the volunteer staff have grown up through Holiday School This has advantages of stability and continuity but it has been suggested that there is not always room for new volunteers to join the event. They are aware of this and are working on ways of standardising recruitment processes. Many of the adult volunteers don't now live in Yorkshire.

#### 7) Junior Holidays

Committee meetings are held twice a year.

Current Joint convenors are Suzanne Wilson [suzannepeck@talktalk.net](mailto:suzannepeck@talktalk.net) and Chris Hart [seajay.h1@btinternet.com](mailto:seajay.h1@btinternet.com) George Race is treasurer.

We understand that the current Committee members are:

Chris Hart (Settle) 01/01/2012 to 31/12/201

Heather Wooley (Scarborough) 01/01/2012 to 31/12/2014



Suzanne Wilson (Pontefract) 01/01/2011 to 31/12/2013 extended to 31/12/ 2014

More are needed.

Currently there is no safeguarding officer to act for Junior Holidays overall but each event will have a named safeguarding officer, usually the leader.

### **8) Easter Settlement**

Joyce Latimer is the contact here. The safeguarding issues are different here because parents or carers are always present at the event

### **9) Reporting to Quakers in Yorkshire in January each year.**

The convenor usually starts the session with a general report on the under 19s group followed by someone from Junior Holidays giving a report and then someone from YFHS. Questions are invited. This session lasts about an hour. The children and young people aspect at the Easter Settlement is usually included in the Easter Settlement report.

### **10) Verification of documents for DBS checks**

It is the responsibility of YFHS and JH to make sure that each volunteer has a current DBS check which is appropriate for a Quaker event. A current DBS check for a local meeting is acceptable for YFHS and JH events and vice versa.

The safeguarding officers should be DBS checked.

YFHS have their own verifiers.

JH and Easter Settlement do not have their own verifiers but use verifiers from Local and Area Meetings.

**Prepared in draft by Hilary Evens, Balaka, Wetherby Road, Knaresborough HG5 8LQ  
Tel. 01423 797710 and updated at the QiY u19s meeting in June 2014**

# **QUAKERS in YORKSHIRE**

## **Role Description**

**Title of role:** West Yorkshire Churches Together - Church Leader.

**Length of term of service:** 3 years, renewable. Experience indicates that it takes time to become familiar with the roles so at least two terms of service is desirable.

(If there is a need to terminate early please inform QiY Clerk in writing)

### **What the role entails:**

Quakers in Yorkshire represents Friends on the West Yorkshire Churches Together (WYCT) as the area overlaps 4 Area Meetings. The West Yorkshire Churches Together is a network between Church Leaders, Denominational Ecumenical Officers and people across West Yorkshire working in Churches Together and similar groups. WYCT also maintains contact with Churches Together in England and other national organisations.

The Church Leader represents Quakers on the senior body of the WYCT, called the Forum. In the other churches the Church Leader tends to be the senior person in the area. We have always appointed a representative as we make it clear that we do not have leaders. The Leaders may speak out as a group on a wide range of issues. (e.g. how asylum seekers are treated).

### **Desirable skills, experience and availability of training:**

Interest, and/or experience, of ecumenical, or interfaith, activities.

Willingness to represent the faith and practice of Quakerism to the other churches.

### **Frequency of meetings and the time commitment envisaged:**

The Forum currently have 4 meetings per year - in different places around West Yorkshire.

### **Keeping Friends informed:**

The co-clerk of QiY should be kept informed of relevant happenings.

In some situations, it may be appropriate to communicate with Friends in the local meetings covered by WYCT area. The co-clerks of QiY can advise.

### **To find out more:**

Speak to the current office holder:

Rachel Muers (Carlton Hill) has been our 'Officer' since 2014.

The WYCT website contains useful information: [westyorkshirechurchestogether.com](http://westyorkshirechurchestogether.com)

**Date:** 19 January 2019