

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 (nominated by the AM and appointed by QiY).

The Clerk of Trustees is nominated and appointed by Quakers in Yorkshire and is an additional role to the appointed trustees.

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 role 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 Co-Clerks of QiY to ensure that all matters are dealt with efficiently. There is a particular responsibility to liaise with the Clerks of the Governors 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 of Trustees.

Date:

2 November 2019

