

Adapted from Qfp 5.04/05, MFW minute 37.04 and terms of reference of committees as agreed at MFW October 2009)

General principles for organisational arrangements in Meeting of Friends in Wales

The purpose of the current changes is to carry forward the conclusions of the Half Yearly Meeting, and the report of the assistant recording clerk to Yearly Meeting that we should adapt our structures to better serve our needs and witness and that MFW should be a resource for local and area meetings within Wales. We expect our witness to be guided by the Britain Yearly Meeting *A Framework for Action* over the next 5-7 years. Working together, we will help to build a strong Quaker community in Wales, grounded in our spiritual discernment to act effectively.

a) Procedure for Between Meetings Decisions

Other than those decisions which are the responsibility of Trustees, the co-clerks and assistant clerk are authorised to take between meetings decisions on behalf of Meeting of Friends in Wales, in consultation with appropriate people. They should report these decisions to the next Meeting of Friends in Wales. Between meetings, the co-clerks, on nomination by the nominations committee, may make appointments. Trustees and Members of subcommittees will make themselves available to give advice to the co-clerks on decisions relevant to their terms of reference.

b) New terms of reference for groups and committees

After consultation with members of the current sub-groups draft terms of reference for the following groups and committees *have been agreed*:

- (i) Three groups, including one from each AM within Wales, and where possible one from the borders (see C2 below)
 - Trustees – 4-5 members
 - Arrangements Committee - 3-4 members
 - Nominations Committee - 3-4 members
- (ii) Two groups with normally 3-4 members where geographical spread is less important:
 - Publications Committee
 - Welsh Language Advisory Group

Other committees and groups will be set up on an ad hoc basis as 'task and finish' groups, by MFW as a whole or one of these groups or committees, with clear terms of reference, accountability and timescale..

c) Principles which apply to the working of all groups and committees:

1. **"Friend"** shall mean Member of Meeting of Friends in Wales as defined in *Quaker faith and practice* 5.04/05.
2. **Appointments from border area meetings.** Most committees are designed to have a membership of three or four Friends, nominations for committees and other appointments will be sought from those area meetings which contain parts of Wales as well as those wholly or mainly within Wales (see note below).
3. **Appointments** on a rolling programme shall mean that as a Friend comes to the end of his/her service another is appointed for a three year term with the aim that all three Area Meetings within Wales continue to be represented. If a Friend is released early, the new appointment shall run to the end of the original three-year term. Friends will normally be appointed for not more than two triennia.
4. **Convenors of groups:** will be nominated by the group and appointed by MFW.

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5. **The Clerks** and Assistant Clerk shall be members of most Groups and Committees ex officio, though normally not more than one of them should be expected to attend group or committee meetings. The exceptions are the Nominations Committee and Trustees where the Clerks and Assistant Clerks will not be members but whose Clerk/Convenor may invite the Clerks and/ or Assistant Clerk to attend meetings.
6. **Ad hoc co-options** may be made by all committees and groups to assist with a specific task but not beyond the expiration of a specific task. If the task is locally based it is reasonable to draw most or all such co-options from that area.
7. **Frequency of Meetings.** Committees and groups will seek an appropriate balance between meeting together and communicating individually in other ways for example using email and telephone conferencing. The cost of travel and subsistence and of e-mail or telephone conferencing shall be met by MFW at rates to be determined by Meeting of Friends in Wales, on the advice of the Treasurer.
8. All groups and committees shall work according to the **Quaker business method** as described in chapter 3 and elsewhere in Quaker faith & practice. They may use notes to record routine affairs but shall minute significant decisions. Notes and minutes will be sent to the Clerk of MFW for information. The group or committee shall keep a permanent "hard copy" of all notes and minutes.
9. The convenor of the Committee, together with the administrator and the clerks of Meeting of Friends in Wales will ensure that new members of this committee receive appropriate **induction** into the work of this Committee, including providing a contact list of other members of the Committee and recent minutes, notes or papers
10. Committees will **liaise as appropriate with Area Meetings** in Wales and the borders
11. Committee will endeavour to ensure that all Friends in Wales are **informed** about their activities through newsletters, the website, and in other ways.
12. All committees are **accountable** to Meeting of Friends in Wales; they should make written or oral reports to Meeting of Friends in Wales as required, at least once per year.
13. It is expected that committees and their terms of reference will be **regularly reviewed** (at least every 5 years) for their effectiveness. Should amendments to terms of reference be required in the meantime, they should be brought to Meeting of Friends in Wales.

Note 1: Meeting of Friends in Wales consists of all Friends who live or worship in Wales. Most are members of the three area meetings, Mid Wales, North Wales and South Wales. But some are members in border area meetings: Southern Marches AM, and Gloucestershire AM both have local meetings in or very near Wales, Worcester and Shropshire AM and Wirral and Chester AMs have a very few individual Friends who live in Wales and worship in England. All these Friends are eligible and welcome to serve on MFW committees