

Minute of agreement/Memorandum of Understanding between Meeting of Friends in Wales and those AMs wholly within Welsh borders relating to the implementation of Qfp. (LMs included for discussion purposes).

As discussed and amended by a meeting of AM and MFW clerks and clerks of trustees on 22.09.09

This describes the current structure with the assumption that MFW will have trustees. (Reorganisation internally will be discussed in 2009 and will affect this MOU.)

	Meeting of Friends in Wales will...	MFW trustees will...	The area meeting will...	The AM Trustees will...	Local meetings
Cooperative work					
Nominations	Nominations committee is appointed by MFW with one member from each AM and where possible from cross border meetings		<i>AM nominations committee liaises with MFW Noms and/or MFW noms rep is a member of own AM noms c/e</i>		
Agenda, raising concerns	Clerks set the MFW agenda in consultation with convenors of subc/es, trustees and considering matters sent by AMs. MFW evaluate work of AMs on AFFA	Inform MFW clerks of matters for the agenda	Send on to MFW matters of broader concern in Wales		Raise and test concerns to be sent to MFW - direct if related to the whole of Wales copied, to AM also.
testimonies	Receive testimonies from AMs and send to YM if appropriate		Decide on those testimonies to the Grace of God which it is appropriate to send to MFW		Send request for testimonies to AM,
Training	Organise training days in conjunction with AMs. Publicise those organised locally.		Liaise with MFW when organising a training day.		
Contact book of members and attenders	MFW produces this preferably every other year		AMs send lists to MFW as requested having obtained all consents		
Data protection		Send return to Friends House until registered			
Employment issues		Ensure proper employment terms and conditions for employee(s)			
Administrative support. <i>NB section in italic relates solely to the use of administrator time on AM work, which could happen in the future</i>	<i>Agree number of hours work annually available to AM from administrator.</i> Provide Friend to liaise with administrator.	Monitor working arrangements for administrator Appoint line manager	<i>Work within the agreed number of administrator hours.</i> <i>Appoint someone to liaise with line manager</i>	<i>Monitor use of administrator time by AM</i>	
Clerks	MFW clerks organise at least one meeting annually with all Wales AM clerks, AM trustee clerks and clerk to MFW trustees. Between meetings decisions made by clerks with convenor of appropriate subc/e	Clerk of trustees meets MFW & AM clerks at least once annually	AM clerks meet MFW clerks at least once annually	Clerk of AM trustees will meet with MFW clerks at least annually.	

