

**MEETING OF FRIENDS IN WALES CYFARFOD CYFEILLION YNG
NGHYMRU**

**ARRANGEMENTS COMMITTEE
TERMS OF REFERENCE**

As from 1 January 2010

1. SUMMARY OF PURPOSE

The Committee is responsible for ensuring a proper balance between business, spiritual nurture and extending Quaker witness in Wales (see *Quaker faith and practice* 5.04/05) at the meetings of Meeting of Friends in Wales (MFW), including arranging outside speakers.

2. MEMBERSHIP

- 2.1 The Arrangements Committee will normally have three or four members, who should be in membership within Meeting of Friends in Wales, preferably one from each of the 3 area meetings in Wales, appointed triennially on a rolling programme of appointments by Meeting of Friends in Wales. Each member is appointed for an initial term of three years, but could be invited to serve for a second term.
- 2.2 The co-clerks and assistant clerk are members of the Arrangements Committee of Meeting of Friends in Wales, *ex officio*.
- 2.3 The Committee's convenor shall be nominated from its number, and appointed by Meeting of Friends in Wales.
- 2.4 The Committee may invite the administrator of MFW and other Friends to attend on an *ad hoc* basis as required for a specific task, but not co-opt on a permanent basis.

3. FREQUENCY OF MEETINGS

- 3.1 The Committee will seek an appropriate balance between meeting together and communicating individually or collectively in other ways, for example using email and telephone conferencing.

4. TASKS

- 4.1 The Committee is responsible for arrangements for the calendar of events of the Meeting of Friends in Wales, including arrangements for speakers. Specific arrangements for each residential event will be delegated to a sub-committee.
- 4.2 The Committee will arrange suitable venues for the (currently 3) day Meetings of Friends in Wales, and make appropriate arrangements with local Friends for hospitality.

- 4.3 The Committee will make arrangements for any eldership and oversight support required during the meeting, including the provision of name labels for those present.
- 4.4 Members of the Committee should be available to assist the co-clerks of MFW with between meeting decisions relevant to their terms of reference.
- 4.5 Members of the Committee will liaise as appropriate with the administrator and with the three Area Meetings within Wales, and border area meetings.
- 4.6 The convenor of the Committee, together with the clerk 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.
- 4.7 The committee will ensure that all Friends in Wales are informed about the activities of the Meeting of Friends in Wales, through Calon and in other ways.

5. AUTHORITY & ACCOUNTABILITY

- 5.1 The Committee is accountable to Meeting of Friends in Wales
- 5.2 The Committee will make reports to Meeting of Friends in Wales as required, at least once per year.
- 5.3 The Committee shall work according to the Quaker business method, as described in chapter 3 and elsewhere in *Quaker faith & practice*.
- 5.4 The Committee may use notes to record its routine affairs, but shall minute its significant decisions in its meetings, and send its minutes to the clerk of Meeting of Friends in Wales for information.
- 5.5 The Committee shall keep a minute book for both the minutes and the notes of the Committee.
- 5.6 The Committee shall work within these terms of reference, under the authority of Minute 09.34 .of Meeting of Friends in Wales held 24.10.09. The terms of reference will be reviewed on a regular basis. Should amendments be required in the meantime, these can be proposed by the committee to the Meeting of Friends in Wales.