

MEETING OF FRIENDS IN WALES CYFARFOD CYFEILLION YNG NGHYMRU

NOMINATIONS COMMITTEE

TERMS OF REFERENCE

As from 1 January 2010

1. SUMMARY OF PURPOSE

The purpose of the Nominations Committee is to make nominations for Committees, Committees and other appointments as requested by the Meeting of Friends in Wales (MFW).

2. MEMBERSHIP

- 2.1 The Nominations Committee will normally have 4 members, who should be in membership within the Meeting of Friends in Wales, to include at least one member from each of the 3 area meetings within Wales appointed triennially on a rolling programme. Each member is appointed for an initial term of three years, but could be invited to serve for a second term.
- 2.2 Members of the Committee will be nominated by a small search Committee, consisting of two or three Friends nominated from the floor of the Meeting, and appointed by the next Meeting of Friends in Wales. It is an advantage if those serving are also on the nominations committee of their area meeting.
- 2.3 The Committee's convenor shall be nominated from its number, and appointed by Meeting of Friends in Wales, on the recommendation of the search Committee.
- 2.4 The Committee may invite other Friends (including the co-clerks and assistant clerk of MFW) to attend on an *ad hoc* basis as required to give information to help the committee's discernment, but may 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.

4. TASKS

- 4.1 The Committee is responsible for seeking nominations for appointments required by the Meeting of Friends in Wales.
- 4.2 For appointments required in between meetings of MFW, the Committee will forward nominations to and at the request of the clerk of MFW for appointment on the in between meetings procedure.
- 4.3 The Committee will ensure that replacement nominations for standing appointments are made in good time to ensure proper hand-over.
- 4.4 Members of the committee will liaise as appropriate with the administrator and with the convenors or clerks of the nominations committee of the three Area Meetings within Wales.

- 4.5 The Committee will make recommendations to Meeting of Friends in Wales concerning nominations and appointments policy, and review these on a regular basis.
- 4.6 Members of the Committee should be available to assist the co-clerks of MFW with between meeting decisions relevant to their terms of reference.
- 4.7 The committee will inform the co-clerks of MFW promptly of nominations made between meetings so that they can ensure that
- The appointed Friend is informed about the appointment made, the support available (including financial arrangements) and responsibilities of the task;
 - The internal or external body is informed of the appointment;
 - Letters of release can be sent to those who have come to the end of their service.
- 4.8 The convenor of the committee, together with the co-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.
- 4.9 The committee will keep all Friends in Wales aware of the opportunities for service to 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*. Sections 3.22 – 3.25 should be especially noted.
- 5.4 The Committee should agree its decisions by minutes agreed 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 its minutes, and an up-to-date list of current appointments with the period of service clearly recorded.
- 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.