

# MEETING OF FRIENDS IN WALES CYFARFOD CYFEILLION YNG NGHYMRU

## PUBLICATIONS COMMITTEE TERMS OF REFERENCE

As from 1 January 2010

### 1. SUMMARY OF PURPOSE

The purpose of the Publications Committee is to be responsible for commissioning, translating and publishing of Quaker material in the Welsh Language and material that is relevant to Quakers in Wales, and act as a link with the publications department at Friends House.

### 2. MEMBERSHIP

- 2.1 The Publications Committee will normally have three members, 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. Exceptionally a Friend could be invited to serve for successive triennia up to a maximum of three.
- 2.2 The co-clerks of Meeting of Friends in Wales may attend *ex officio*.
- 2.3 The Committee's convenor shall be nominated from within its number, and appointed by Meeting of Friends in Wales.
- 2.4 The Committee may invite the administrator and other Friends to attend on an *ad hoc* basis as required for a specific task 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, including electronic communication.

### 4. TASKS

- 4.1 The Committee is responsible for commissioning, translating and publishing Welsh Quaker material in both Welsh and English (see *Quaker faith & practice* 5.06 c). Such publications should be budgeted in advance and projects should be agreed by Meeting of Friends in Wales
- 4.2 The Committee is responsible for appropriate and timely liaison when appropriate with the publications manager at Friends House
- 4.3 Specific work may be delegated within or outside the Committee, for example to the Welsh Language Consultation Group, but remains the responsibility of the Committee as a whole.
- 4.4 Members of the Committee will liaise as appropriate with the administrator and with the Area Meetings within Wales if appropriate, normally through their clerks.

- 4.5 Members of the Committee will assist the clerks of MFW with relevant between meeting decisions.
- 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, including providing a contact list of other members of the Committee and recent minutes, notes or papers.
- 4.7 The committee will keep all Friends in Wales aware of new and forthcoming publications 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, and send its minutes and notes to the clerk of Meeting of Friends in Wales for information
- 5.5 The Committee shall keep a minute book for its minutes and notes.
- 5.6 The committee may set up, appoint or lay down sub –committees and working groups, drawing their membership from outside the committee as required, and delegating to them the responsibility for specific tasks.
- 5.7 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.