

MEETING OF FRIENDS IN WALES CYFARFOD CYFEILLION YNG NGHYMRU

TRUSTEES

TERMS OF REFERENCE

From 1.1.2010

1. SUMMARY OF PURPOSE

To fulfil the role of the trustee body as defined in the governing document
To ensure that Meeting of Friends in Wales as a charitable body complies with Quaker principles, the responsibilities set out in *Quaker faith and practice* 5.04/5.05 and statutory requirements. The trustee body is responsible for the oversight of MFW's financial and employment affairs

2. MEMBERSHIP

- 2.1 There shall be a clerk and three or four members appointed by Meeting of Friends in Wales (MFW) triennially on a rolling programme (see note 2), preferably one from each Area Meeting in Wales.
- 2.2 The treasurer of Meeting of Friends in Wales is a trustee ex officio and one of the co-clerks or assistant clerk should normally attend meetings of Trustees, to ensure good communication.
- 2.3 The Trustees' convenor shall be one of the Trustees (but not the treasurer), nominated and appointed by Meeting of Friends in Wales.
- 2.4 The Trustees may invite 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 Trustees will seek an appropriate balance between meeting together and communicating individually or collectively in other ways, for example using email and telephone conferencing. They should meet at least twice a year.

4. TASKS and RESPONSIBILITIES

Tasks:

- 4.1 To have oversight of long term planning and priorities of Meeting of Friends in Wales working with other MFW committees.
- 4.2 Ensure compliance with charity law, and good practice in financial affairs including budgeting and expenditure and to receive and approve the annual report and accounts, following the guidance in Quaker faith and practice, and in the governing document.

- 4.3 To take responsibility for all tasks associated with employing staff to support the functions of Meeting of Friends in Wales and other Quaker meetings in Wales.
- 4.4 The Trustees may seek advice from individuals and set up sub-committees (which may include those outside the Trustees) as required, to take delegated responsibility subject to the conditions given in the governing document
- 4.5 Members of the Trustees should be available to assist the co-clerks of MFW with between-meeting decisions relevant to their terms of reference.
- 4.6 Members of the Trustees will liaise and consult as appropriate with associated area meetings.
- 4.7 The convenor of the Trustees, together with the clerks of Meeting of Friends in Wales, will ensure that members of Trustees receive appropriate induction into the work of this Trustees, including providing a contact list of other members of the Trustees
- 4.8 The Trustees will ensure that Friends in Wales are informed about this role, through the website, Calon and in other ways.

5. AUTHORITY & ACCOUNTABILITY

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