

Clerk of BYM Trustees

Information Pack 2021

Britain Yearly Meeting (BYM) are looking for a Friend to serve as Clerk of Trustees.

This pack contains:

- A role description for the Clerk of BYM Trustees
- The terms of reference for all BYM Trustees
- How to apply
- How to contact us for more information

We are seeking potential names for nomination as BYMT Clerk.

If you want to help build a thriving community of Quakers in Britain, you're a strong communicator and a skilled Quaker Clerk, with time to give and experience of management, then we want to hear from you.

This is a crucial moment for Quakers in Britain. Building on all we have learnt this year, we are looking for someone to help BYM support Quakers in new ways.

The BYMT Clerk provides line-management, support and challenge to our Recording Clerk. Consulting with and reporting to Meeting for Sufferings, as well as to Yearly Meeting in session, are important parts of the role. Listening to Friends is vital. The time commitment is significant.

We would like to encourage a wide range of Quakers to consider this exciting opportunity to make a difference within BYM, and actively encourage expressions of interest from Friends of colour and young Friends. The Clerk will work closely with an Assistant Clerk, and many of the tasks and responsibilities will be shared between the two. If you feel led to make use of your gifts in this role, please do put your name forward. We will find ways to support and enable the right person to serve.

We would also welcome expressions of interest from Friends interested in becoming a BYM Trustee or BYMT Clerk in the future.

If you would like your name to be considered for nomination, please see the 'how to apply' section of this pack. An expression of interest is not a commitment from you to serve or a promise that we may ask you, but the beginning of an exploration.

Role description

To be read alongside the BYM Trustees Terms of Reference (TOR)

Purpose To serve as clerk to BYM Trustees, in accordance with Quaker process. To help shape strategy, enable development and support management of BYM. To help lead and nurture a thriving, spiritually grounded community, engaged in active witness and worship.

Accountability Accountable to Yearly Meeting (YM)

Responsibilities

- Prepare agendas and clerk the meetings of BYM Trustees, working with the Assistant Clerk
- Provide challenging, supportive and effective regular line management to the Recording Clerk
- Consulting with YM and Meeting for Sufferings (MfS), as well as offering engaging and informative reports on the work of trustees, written and in person.
- Ensure the charity delivers its primary purpose, in service of the leadings of God, ethically and within Quaker values as discerned by the church, bringing this together with a focus on delivering work with impact.
- Provide leadership and support trustees to function well, ensuring trustees:
 - o Fulfil governance responsibilities in accordance with charity law and best practice as described in the BYMT Terms of Reference
 - o receive the information and advice needed to provide confident, effective scrutiny and creative challenge to Management Meeting
 - o are engaged, inspired and up-to-date – participating in BYM events, meeting staff, learning and growing in the spirit
 - o understand their role and the division of governance/operational responsibilities
- Attend, or ensure trustees are represented at, a range of other groups internal and external as needed, including meetings with staff, YM / MfS clerks, etc. Entitlement to attend the committees and working groups of Trustees
- Consult and approve public statements

Person specification

We would like to encourage a wide range of Quakers to consider this exciting opportunity to make a difference within BYM. The Clerk will work closely with an Assistant Clerk, and many of the tasks and responsibilities will be shared between the two.

These are the skills, experience and time commitment important for this role. If you feel led to make use of your gifts in this role, but you don't fulfil everything listed, please do put your name forward. We will find ways to support and enable the right person to serve.

Membership of Religious Society of Friends. Spiritually grounded. Up to date knowledge of Quakers in Britain and governance within BYM. Knowledge and experience of the centrally managed work and Central Committees.
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Good interpersonal skills. Leadership, teamwork and delegation. Ability to form good working relationships, consult and listen to advice. Ability to work closely with staff whilst remaining independent and providing challenge.
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Good spoken and written communication skills. Ability to connect with a wide range of stakeholders. Ability to talk with and listen effectively to Friends. Confident public speaker. Ability to lead and inspire trust and confidence. Ability to balance transparency and confidentiality.
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Well organised and with good attention to detail. Ability to manage a heavy paperwork load, to plan and prioritise. Competent at reading financial, planning and legal documents. Availability and ability to make prompt responses as needed.
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Quaker clerking skills: discerning the sense of the meeting, drafting clear minutes, planning, serving and steering challenging Quaker business meetings with sensitivity.
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Knowledge of charity trusteeship and the responsibilities of a charity chair. Ability to provide advice and support in charity management, including discerning if an issue is one of trustee responsibility, governance, policy or staff/management. Exercise judgement and solve problems.
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Ability to provide strong line management and support to senior staff. Understanding of the challenges and requirements of leadership and senior management. Interest and knowledge of organisations and how they work.

Experience of working within policies at governance level.
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Availability

The time commitment is significant, average 2-3 hrs or more admin per week.

In addition, meetings (approximately 18 days per year) include:

- Trustees meetings: 3 full day (online) plus one weekend (in-person)
- Meeting for Sufferings: 3 full Saturdays on-line, plus one weekend and one Saturday in-person.
- Recording Clerk line management: 1 hour every 4-6 weeks (online or in-person, to suit)
- Finance meetings: 1½ hours, 5 times a year.
- Agenda planning/drafting: 2 hours, 5 times a year
- Meeting of Yearly Meeting, Sufferings, BYMT Clerks, and Recording Clerk: 2 hours, 3 times a year.

Travel time to any in-person meetings would be additional.

Availability to be contacted, usually by the RC, on matters which arise between formal meetings of BYMT.

Term of Service: Normally one 3 year term, with the option to be renominated for one further 3 year term

Related documents:

- BYM Trustees Terms of Reference (enclosed)
 - *Quaker faith & practice*, Chapter 8
 - Terms of Reference for standing committees of BYM (available on request)
 - Employment and Complaints policies (available on request)
 - Speaking Out policy (available on request)
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Yearly Meeting of
the Religious Society
of Friends in Britain

BRITAIN YEARLY MEETING

BYM TRUSTEES TERMS OF REFERENCE

1. SUMMARY OF PURPOSE

“Trustees are responsible to the yearly meeting for the right stewardship of its work, assets and property; as charity trustees, they are also legally defined as responsible for the general control and management of the administration of the affairs of Britain Yearly Meeting” [*Quaker faith & practice* 8.16 para 2]

2. AUTHORITY, DELEGATION AND RELATIONSHIPS

- 2.1 Trustees are appointed by and are accountable to Yearly Meeting.
- 2.2 The powers and responsibilities of the trustees are as set out in the governing document of Britain Yearly Meeting.
- 2.3 Trustees undertake, on behalf of Yearly Meeting, legal compliance, monitoring and scrutiny functions. They also ensure that the centrally managed work is being properly governed and managed in accordance with the religious and charitable objects of Britain Yearly Meeting [*Quaker faith & practice* 8.16 para 4].
- 2.4 Trustees oversee the work of Management Meeting and are the employers of Britain Yearly Meeting staff.
- 2.5 Trustees recognise and listen carefully to the discernment of Yearly Meeting, Meeting for Sufferings, and their committees and ensure that it is followed, within legal and financial constraints [*Quaker faith & practice* 8.16 para 3]
- 2.6 Trustees consult with and have regard to the guidance of Meeting for Sufferings when some significant undertaking is being proposed. [*Quaker faith & practice* 7.03]

3. DUTIES

- 3.1 To ensure that the priorities for the centrally managed work discerned by Meeting for Sufferings from time to time are carried out in an efficient and prudent manner, within the available resources and consistent with the religious and charitable objects of Britain Yearly Meeting.
- 3.2 To implement the priorities of Meeting for Sufferings through appropriate strategic measures and by ensuring the production each year of an operational plan and budget for the centrally managed work and a process for measuring progress.
- 3.3 To raise funds for the centrally managed work of Britain Yearly Meeting.
- 3.4 To monitor financial and operational performance against the operational plan.
- 3.5 To make those variations in the operational plan and budget during the year that seem necessary to meet overall policy.
- 3.6 To provide regular progress reports to Meeting for Sufferings on the centrally managed work and, when appropriate, to consult and seek guidance on significant changes to the planned work.
- 3.7 To ensure that systems are in place to maintain the proper stewardship of assets, the financial probity and solvency of the operations of the centrally managed work and for the discharge of the appropriate legal and regulatory obligations.
- 3.8 To determine and ensure the application of appropriate policies for accounting and investment.
- 3.9 To appoint the external auditors and to consider and approve the *Annual report and accounts* to be presented for information to Meeting for Sufferings before submission to Yearly Meeting and filing them with the Charity Commission.
- 3.10 To review and assess the risks faced by the centrally managed work, to plan for the management of those risks and to keep under review the systems of governance and internal audit to ensure that appropriate standards are maintained.
- 3.11 To monitor the application of the Yearly Meeting policies on safeguarding children and vulnerable adults, equal opportunities, employment, the involvement of volunteers and health and safety in the workplace.
- 3.12 To act on behalf of Britain Yearly Meeting as the employer of all the staff engaged on the centrally managed work;
- 3.13 To be responsible for the recruitment and appointment of senior staff at Management Meeting level including the Recording Clerk;

- 3.14 To be responsible through their clerk for the work of the Recording Clerk.
- 3.15 To be responsible for the constitution and oversight of Management Meeting. To receive advice on the practical and technical aspects of its work and regular progress reports on implementation of the operational plan.
- 3.16 To ensure the provision of financial, property, communication and hospitality services in support of the central committees and their work.
- 3.17 To ensure the sound management and usage of all property in the ownership of the Yearly Meeting.
- 3.18 To maintain regular communication with the central committees which are accountable to the trustees and keep themselves informed about progress of their work. In particular to discuss with them new opportunities and initiatives as well as any difficulties that are foreseen in fulfilling the operational plan;
- 3.19 To keep under review the terms of reference of all the central and other standing committees and, if necessary, to amend them within the limits set out in *Quaker faith & practice* 8.07, reporting changes to Meeting for Sufferings or to Yearly Meeting as appropriate for consideration and approval.
- 3.20 To establish and delegate to committees or trading companies those aspects of the work of trustees as can be more effectively carried out by such arrangements. All such appointments and delegation to be in accordance with the provisions set out in the Britain Yearly Meeting governing document.
- 3.21 To identify any matters arising in the area of work under their care which might be thought to involve decisions on priorities or matters on which they are required to consult with Meeting for Sufferings (*Quaker faith & practice* 7.03). These must be referred to Meeting for Sufferings for advice having made proper provision for presentation of the matter.
- 3.22 To undertake any task laid upon them by Yearly Meeting or to report their reasons for failing to act.

4. MEMBERSHIP AND ATTENDANCE

- 4.1 Twelve trustees are appointed by Yearly Meeting on the nomination of the Central Nominations Committee to serve for a three year period, four retiring annually by rotation. The period of service will begin on 1 January of the year following appointment at Yearly Meeting and end on 31

December of the appropriate year. Reappointment is possible for a second term and exceptionally for a third.

- 4.2 In addition to the trustees in 4.1 a clerk and assistant clerk are appointed by Yearly Meeting on the nomination of the Committee on Clerks. The period of service is for one year beginning on 1 January of the year following appointment at Yearly Meeting.
- 4.3 The Yearly Meeting treasurer will serve ex-officio as a trustee and will be appointed by Yearly meeting on the nomination of the Committee on Clerks.
- 4.4 On a vacancy arising by death or request for release, interim appointments may be made by Meeting for Sufferings and recorded at the following Yearly Meeting.
- 4.4 Every trustee must comply with the legal requirements for eligibility as a trustee and accept responsibility as a trustee for the centrally managed work of Britain Yearly Meeting.
- 4.5 There will be no remuneration for service as a trustee.
- 4.6 All trustees serve ex officio on Meeting for Sufferings.
- 4.7 The Recording Clerk, as secretary to the trustees, and the Deputy Recording Clerk will normally attend meetings of the trustees. Other members of staff may be asked to attend by invitation of the clerk. No member of staff will be designated as carrying trustee responsibility.

5. FREQUENCY OF MEETINGS

Trustees shall meet at least three times each year and additionally as required.

6. AGREEMENT OF THE TERMS OF REFERENCE

6.1 These terms of reference shall be reviewed triennially

6.2 Approved by minute [number] of Britain Yearly Meeting held on [date]

Agreed by minute 27 at Yearly Meeting 2016

How to apply

We would like to encourage a wide range of Quakers to consider this exciting opportunity to make a difference within BYM, and actively encourage expressions of interest from Friends of colour and young Friends. The Clerk will work closely with an Assistant Clerk, and many of the tasks and responsibilities will be shared between the two.

If you feel led to make use of your gifts in this role, please do put your name forward. We will find ways to support and enable the right person to serve.

We would also welcome expressions of interest from Friends interested in becoming a BYM Trustee or BYMT Clerk in the future.

If you would like to be considered for nomination, please email Penny Elliott, Nominations Manager, nominations@quaker.org.uk with the following information by 5pm, Thursday 30 September 2021:

- A statement of interest explaining what draws you to the role of BYM Trustee and what gifts and skills you would bring (especially those aligned with the person specification).
- A CV and details of paid employment, voluntary work and/or Quaker service and experience that you believe may be relevant.
- The names of two friends who may be able to act as supporting referees.
- Your local and area meeting (or relevant worshipping group) and your current contact details.

Submitting this information is not a commitment from you to serve or a promise that we may ask you, but the beginning of an exploration.

Contact us

If you would like to contact us or request more information please complete an expression of interest form (<https://forms.quaker.org.uk/suggestnames>) specifically mentioning BYMT Clerk by 5pm, Thursday 30 September 2021.

You can also email Penny Elliott, Nominations Manager at nominations@quaker.org.uk for an informal conversation about the role.

An expression of interest is not a commitment from you to serve or a promise that we may ask you, but the beginning of an exploration.