

**Role Specification Document: Nominations Committee of Q&B – Mar 2020**

<p><b>Post Title:</b></p>	<p><b>Co-Clerk and Trustee of the Quakers and Business Group (Q&amp;B)</b></p>
<p><b>Outline role description:</b></p>	<p>There are three Co-Clerks who together facilitate the operations of the Quakers and Business Group. Co-Clerks are expected to be trustees of the Group which is a registered Charitable Incorporated Organisation (Charity Commission No.1157008). The Management Committee of Trustees is run, using the Quaker Business Method, by the Co-Clerks.</p>
<p><b>Main responsibilities:</b></p>	<p>Within the Management Committee ensuring that these functions are carried out:</p> <ol style="list-style-type: none"> <li>1) Work with and support the other Co-Clerks through regular email contact.</li> <li>2) Clerk &amp; Minute the Management Committee Meeting for Worship for Business (MC MfWfB)</li> <li>3) As one of the Officers, be in regular email contact to give approval to 'between-meeting' Working Group decisions and mail-outs, future bookings and expenditure,</li> <li>4) Each year, prepare and Clerk the Charity's Annual General Meeting, Management Committee Meetings (currently three), and Officer's Telephone Calls (currently five or six)</li> <li>5) Track Management Committee actions</li> <li>6) Liaise closely with Q&amp;B Working Groups and Committee Convenors</li> <li>7) Liaise with Central Committees and Friends House staff, where required</li> <li>8) Liaise with other BYM Special Interest Groups and organisations: Woodbrooke Quaker Study Centre, etc. where required</li> <li>9) Ensure that the communications within the Group are working effectively</li> <li>10) Be aware of problems that might affect Q&amp;B and manage them</li> <li>11) Be aware of potential growth points in Q&amp;B and encourage them</li> </ol> <p>Some functions in slightly more detail. Each task can be allocated to a different Co-Clerk:</p> <ol style="list-style-type: none"> <li>12) Invite Q&amp;B members and visitors to attend meetings or take part in calls</li> <li>13) Book venues for meeting and events</li> <li>14) Gather Agenda items including papers, and write Agendas in consultation with the other Co-Clerks</li> <li>15) Write and distribute meeting Minutes, and call Notes if needed</li> <li>16) Post meeting documents onto the Q&amp;B website for archiving</li> <li>17) Issue a diary of meetings, calls and events</li> <li>18) Ensure that correspondence is answered, such as:             <ol style="list-style-type: none"> <li>a) Letters</li> <li>b) Calls to 0300 321 4649</li> <li>c) Emails</li> <li>d) and speaking to the press (ensure MC member(s) are trained in this)</li> </ol> </li> <li>19) Charity Commission - maintain Q&amp;B record (including current Trustees), submit end of year accounts and act as correspondent.</li> </ol>

<p><b>Qualities, skills and experience (desirable):</b></p>	<p><b>Experience</b>  Clerking using Quaker Business Method (training courses available)  Leadership in a business role</p> <p><b>Skills</b>  Ability to delegate  Ability to listen  Ability to communicate  Strength in committee leadership  Computer and Social Media skills</p> <p><b>Qualities</b>  Forward thinking and holding a vision  Patient to a point</p>
<p><b>Member/Attender requirement:</b></p>	<p>Either</p>
<p><b>Knowledge of Quaker Business Method:</b></p>	<p>Essential</p>
<p><b>Time requirement:</b></p>	<p>Estimated 2-3 hours per week and attendance (typically) four meetings of the Q&amp;B Management Committee each year.</p> <p>Likely attendance at (typically) two Q&amp;B member gatherings each year.</p> <p>Ability to respond reasonably quickly to requests where an appointed signatory for financial matters.</p>