

Role Specification Document: Nominations Committee of Q&B

<p>Post Title:</p>	<p>Clerk of the Quakers and Business Group (Q&B)</p>
<p>Outline role description</p>	<p>Following the Group's Constitution, the Clerk coordinates and observes the operation of the Group (which is a charity in its own right) and its Management Committee of trustees; advising and encouraging members where needed.</p> <p>(This role may be shared with other Co-Clerks in a Clerking Team, of which there may be one or two others; with tasks being allocated to individual Clerks. There would be no Assistant Clerks with a Clerking Team comprising Co-Clerks.)</p>
<p>Main responsibilities</p>	<p>Within the Management Committee ensuring that these functions are carried out:</p> <ol style="list-style-type: none"> 1. Clerk & Minute the regular Management Committee Meeting for Worship for Business (MC MfWfB) 2. As one of the Officers, be in regular email contact to approve 'between-meeting' Working Group decisions and newsletters, bookings and expenditure 3. Each year, prepare and Clerk the Charity's Annual General Meeting 4. Track Management Committee actions 5. Liaise closely with Q&B Working Groups and Committee Convenors 6. Liaise with Central Committees and Friends House staff, where required 7. Liaise with other BYM Special Interest Groups and organisations: Woodbrooke Quaker Study Centre, etc. where required 8. Ensure that the communications within the Group are working effectively. (Working with and supporting other Co-Clerks through regular email contact) 9. Be aware of problems that might affect Q&B and manage them 10. Be aware of potential growth points in Q&B and encourage them <p>Some functions in slightly more detail.</p> <ol style="list-style-type: none"> 1. Invite Q&B members and visitors to attend meetings or take part in calls 2. Book venues for meetings and events. Hosting online Meetings on Zoom (account provided) 3. Gather Agenda items including papers, and write Agendas in consultation with the other Co-Clerks 4. Write and distribute meeting Minutes, and call Notes if

	<p>needed</p> <ol style="list-style-type: none"> 5. Post meeting documents onto the Q&B website for archiving 6. Issue a diary of meetings, calls and events 7. Ensure that correspondence is answered, such as <ol style="list-style-type: none"> a) Letters b) Emails c) and speaking to the press (ensure MC member(s) are trained in this) <p>Charity Commission - maintain Q&B record (including current Trustees), submit end-of-year accounts and act as correspondent.</p>
<p>Qualities, skills and experience (desirable)</p>	<p>Experience Clerking using Quaker Business Method (training courses available) and Leadership in a business role.</p> <p>Skills Ability to delegate Ability to listen Ability to communicate Strength in committee leadership Computer and Social Media skills</p> <p>Qualities Forward thinking and holding a vision Patient to a point</p>
<p>Quaker Member/Attender requirement</p>	<p>Either</p>
<p>Knowledge of Quaker Business Method:</p>	<p>Essential</p>

Time requirement:	Depends on how individual tasks are allocated – Estimate 2-3 hours a week
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