

Role Specification Document: Nominations Committee of Q and B

Post Title:	Elder of the Quakers and Business Group (Q&B)
Outline role description (1 sentence) :	<p>In accordance with the Group's Rules 'there shall be up to three Elders who shall act as guardians of the constitution and the Group's purposes.' And 'Together with the Charity Trustees, Elders and Overseers shall be known as the Management Committee.'</p>
Main responsibilities - :	<p>To uphold the Group with love and to ensure with persuasion and open discussion that it (it's):</p> <ol style="list-style-type: none"> 1. Carries out its work in an appropriate manner 2. Remains true to its purposes 3. Constitution is not changed to frustrate those purposes and intents 4. Officers make progress towards the Group's charitable objects 5. Governance processes work harmoniously 6. Lives Friend's testimonies in all its work 7. Does its work in the spirit of the Quaker Business Method 8. Makes a balanced budget if it moves towards financial difficulty <p>To work with other Management Committee members when needed.</p>
Qualities, skills and experience (desirable):	<p>Experience Attendance on the Woodbrooke Elders course, or another course in a similar vein</p> <p>Skills Ability to listen Ability to communicate To remember that all people have needs and may require patient understanding</p> <p>Qualities An open mind and heart, with an interest in people An understanding of how to keep a discussion in right ordering, or perhaps to stop it</p>
Member/Attender requirement:	<p>Either</p>
Knowledge of Quaker Business Method:	<p>Essential</p>
Time requirement:	<p>Attendance of at least one Elder at Management Committee meetings, AGM and events. Involvement in the work of the group at other times would be occasional, if issues arise that need a loving hand.</p>