

Role Specification Document : Nominations Committee of Q and B

Post Title:	Member of Q and B Management Committee
Outline role description (1 sentence) :	To promote and engage in the fostering of Quaker values and principles in business through active participation in the Quaker and Business Management Committee
Main responsibilities - :	<ul style="list-style-type: none"> - through advance reading of the agenda and papers, to attend and contribute to the Q and B Management Committee meetings which are held three times a year - outside of these meetings, to engage in electronic and sometimes telephonic communication about issues raised between meetings - to have some time available outside of meetings to help on specific action points that arise as a result of discussions in the meetings – these can be varied and are usually in concert with another individual or individuals - to attend the AGM and other functions such as Spring Gathering, the November annual conference and the NXD seminar - As a member of the Management Committee, act as a trustee of Q and B see ‘The Essential Trustee’ www.charity-commission.gov.uk/Publications/cc3.aspx for responsibilities of trustees. - to contribute to the work of the Quaker and Business working groups
Qualities, skills and experience required:	<ul style="list-style-type: none"> - knowledge of how business works – the more experience of different industries, ownership and strata of organizations, the better to help come up with practical solutions - ability to work collaboratively and show initiative in gathering information - previous knowledge of Quakerism and voluntary work
Member/Attender requirement:	- being a member is helpful, but being an attender or having empathy with Quaker values

	and principles is a pre-requisite
Knowledge of Quaker Business Method:	- some knowledge is helpful, but Q and B Management Committee provides an excellent insight into understanding it better.
Time requirement:	-an absolute minimum of fifteen hours a year in attending and preparing for meetings and a minimum of fifty hours a year to fulfil the wider brief of more active engagement