

Role Specification Document : Nominations Committee of Q and B

<p>Post Title:</p>	<p>Nominations Committee Convenor</p>
<p>Outline role description (1 sentence) :</p>	<p>To convene the Nominations Committee and co-ordinate its work in finding members of Q and B to fill Mgt Cttee and Noms Cttee roles.</p>
<p>Main responsibilities - :</p>	<p>To prepare agendas and convene Noms Committee meetings, either face to face or by teleconference</p> <p>Together with the Nominations Committee:-</p> <p>To seek members of Q and B to fill committee roles</p> <p>To support Mgt Cttee in finding convenors for working groups</p> <p>To co-ordinate the rolling programme of contacting members of more than 2 years standing</p> <p>To keep records of roles, appointments, triennia and people approached to fill roles</p> <p>To maintain an up-to-date list of the roles of the committees of Q and B, of the roles of each working group, the names of the convenors, together with their membership, and their projects and project leaders.</p> <p>To attend Q and B events to get to know the membership</p>
<p>Qualities, skills and experience required:</p>	<p>Good interpersonal skills; able to chair small meetings; computer literate; good at record-keeping.</p>

Member/Attender requirement:	Member or attender
Knowledge of Quaker Business Method:	Essential – relatively easy to impart to someone without this experience.
Time requirement:	2 hours per month on average. Longer if the time to attend conferences and the AGM is also included