

Minute of agreement/Memorandum of Understanding between Meeting of Friends in Wales and those AMs wholly within Welsh borders relating to the implementation of Qfp. (LMs included for discussion purposes).

As discussed and amended by a meeting of AM and MFW clerks and clerks of trustees on 22.09.09

This describes the current structure with the assumption that MFW will have trustees. (Reorganisation internally will be discussed in 2009 and will affect this MOU.)

	Meeting of Friends in Wales will...	MFW trustees will...	The area meeting will...	The AM Trustees will...	Local meetings
Cooperative work					
Nominations	Nominations committee is appointed by MFW with one member from each AM and where possible from cross border meetings		<i>AM nominations committee liaises with MFW Noms and/or MFW noms rep is a member of own AM noms c/e</i>		
Agenda, raising concerns	Clerks set the MFW agenda in consultation with convenors of subc/es, trustees and considering matters sent by AMs. MFW evaluate work of AMs on AFFA	Inform MFW clerks of matters for the agenda	Send on to MFW matters of broader concern in Wales		Raise and test concerns to be sent to MFW - direct if related to the whole of Wales copied, to AM also.
testimonies	Receive testimonies from AMs and send to YM if appropriate		Decide on those testimonies to the Grace of God which it is appropriate to send to MFW		Send request for testimonies to AM,
Training	Organise training days in conjunction with AMs. Publicise those organised locally.		Liaise with MFW when organising a training day.		
Contact book of members and attenders	MFW produces this preferably every other year		AMs send lists to MFW as requested having obtained all consents		
Data protection		Send return to Friends House until registered			
Employment issues		Ensure proper employment terms and conditions for employee(s)			
Administrative support. <i>NB section in italic relates solely to the use of administrator time on AM work, which could happen in the future</i>	<i>Agree number of hours work annually available to AM from administrator.</i> Provide Friend to liaise with administrator.	Monitor working arrangements for administrator Appoint line manager	<i>Work within the agreed number of administrator hours.</i> <i>Appoint someone to liaise with line manager</i>	<i>Monitor use of administrator time by AM</i>	
Clerks	MFW clerks organise at least one meeting annually with all Wales AM clerks, AM trustee clerks and clerk to MFW trustees. Between meetings decisions made by clerks with convenor of appropriate subc/e	Clerk of trustees meets MFW & AM clerks at least once annually	AM clerks meet MFW clerks at least once annually	Clerk of AM trustees will meet with MFW clerks at least annually.	

	Meeting of Friends in Wales will...	MFW trustees will...	The area meeting will...	The AM Trustees will...	Local meetings
Communication	<p>MFW website includes information about AMs as well as LMs</p> <p>Calling letters sent to all LMs & AMs.</p> <p>Minutes are sent to all LMs and AMs</p>		<p>AMs put dates, times, venues speakers on MFW website/? send info to webmaster ?</p> <p>AM Clerk notes the calling letters for MFW and receives the minutes of MFW and responds as appropriate.</p>		Notes letters and minutes of MFW and responds as appropriate.
Business meetings	Minute the names of AM representatives		Send representatives to MFW and receive reports back		Should encourage Friends to attend as individuals, or appoint representatives
Eldership and oversight	MFW arrangements committee arrange for elders at MFW				
Nurture of children	Enable meetings of CWAs from all AMs in Wales.	Monitor CRB checks for those involved in MFW CYP events	Appoint Children's Work Advocates	Arrange CRB checks	
Insurance	Buy into BYM scheme for MFW activities	Monitor suitability of insurance policy			
Outreach	<p>1. Organise translations of BYM material as appropriate.</p> <p>2. Commission request and publish bilingual and Welsh medium Quaker material. Liaise with Friends House Outreach department</p> <p>3. Disseminate knowledge of outreach activities throughout Wales via minutes and/or Calon and/or website</p> <p>4. Create and have available bilingual exhibition for use by AMs and LMs</p> <p>5. Information sharing about local resources</p>		<p>3. Inform the administrator about outreach activities within the AM. and provide approved web text for outreach events</p>		<p>1. Request copies of bilingual Quaker literature via administrator.</p> <p>3. Inform the administrator about outreach activities</p> <p>4. Request exhibition material through the administrator.</p>
Links with other churches.	<p>1. Appoint to Cytûn and its committees</p> <p>2. Nominate 1 Friend to QCCIR</p>		Inform Cytûn representatives and members of CIR of ecumenical work where appropriate		
Welsh Assembly Government and National Assembly	Comment on policies where appropriate, consulting appropriate individuals from AMs.		Co-operate in consultations where appropriate		
Other all Wales bodies	Liaise as appropriate				
Finance					
Collecting contributions	Set level of capitation needed to support MFW. Notify any change in level a year in advance. Receive and bank money from AMs.	<i>Recommend level of capitation needed in consultation with MFW treasurer.</i>	Send capitation for members of MFW (those who live and/or worship in Wales) to MFW treasurer.	Include MFW capitation as part of AM budget	
Annual report and accounts	Present annual report and accounts.	Trustees to agree annual report and agree accounts with treasurer	Receive MFW annual report and accounts.		