



ARRANGEMENTS COMMITTEE TERMS OF REFERENCE 2017

1. SUMMARY OF PURPOSE

The Committee is responsible for ensuring a proper balance between business, spiritual nurture and extending Quaker witness in Wales (see *Quaker faith and practice* 5.06/07) at the meetings of Meeting of Friends in Wales (MFW), including arranging outside speakers. The Committee is additionally responsible, in conjunction with local Friends, for making the practical arrangements for each day meeting of MFW.

2. MEMBERSHIP

2.1 The Arrangements Committee will normally have four members, who should be in membership within MFW, preferably one from each of the four Area Meetings within or partly within Wales. They should be appointed triennially on a rolling programme of appointments by MFW. Each member is appointed for an initial term of three years, but could be invited to serve for a second term.

2.2 The co-clerks and assistant clerk are members of the Arrangements Committee of MFW, *ex officio*. A member of members of the Wales Focus Group may be invited to attend meetings of the Arrangements Committee.

2.3 The Committee's convener shall be nominated from its number, and appointed by MFW.

2.4 The Committee may invite other Friends to attend on an *ad hoc* basis as required for a specific task, but may not co-opt on a permanent basis.

3. FREQUENCY OF MEETINGS

3.1. The Committee should meet together at least once a year and will seek an appropriate balance between meeting together and communicating individually or collectively in other ways, for example using e-mail and telephone conferencing. It should exercise discernment in accordance with Quaker practice, in determining and reviewing its aims and objectives each year.

4. TASKS

4.1 The Committee is responsible for arrangements for the calendar of events of MFW, including its (currently) three meetings annually and residential gatherings.

4.2 As appropriate it will delegate to, or share arrangements with, a subgroup of Friends agreed and appointed by MFW for specific residential events.

4.3 The committee will arrange suitable venues for the (currently) three day meetings of MFW and make appropriate arrangements with local Friends for hospitality.

4.4 It will arrange venues appropriate for the convenience and inclusion of all Friends, taking into account such matters as parking; public transport provision; accessibility; ease of hearing; kitchen and toilet facilities; power and space for clerks' and speakers' use of laptops and projection; simultaneous translation.

4.5 The Committee will make arrangements, in consultation with the clerks, for any eldership and oversight support required during the meeting and will make provision of name labels for those present.

4.6 Members of the Committee should be available to assist the clerking team with between-meetings decisions relevant to their terms of reference.

4.7 Members of the Committee will liaise as appropriate with the four Area Meetings within or partly within Wales.

4.8 The convenor of the Committee, together with the clerk of MFW will ensure that new members of this Committee receive appropriate induction into its work, including providing a contact list of other Committee members and recent Minutes, notes or papers.

4.9 The Committee will ensure that all Friends in Wales are informed about the activities of MFW through Calon and in other ways.

5. AUTHORITY AND ACCOUNTABILITY

5.1 The Committee is accountable to MFW.

5.2 The Committee will make reports to MFW as required and at least once a year.

5.3 The Committee shall work according to the Quaker business method, as described in chapter 3 and elsewhere in *Quaker faith and practice*.

5.4. The Committee may use notes to record its routine affairs, but shall minute its significant decisions in its meetings, and send its minutes to the clerk of MFW for information.

5.5 The Committee shall keep a minute book for both the minutes and the notes of the Committee.

5.6 The Committee shall work within these terms of reference, under the authority of Minute *** of MFW held in Brecon on June 24th 2017. The terms of reference will be reviewed during 2022. Should amendments be required in the meantime, these can be proposed by the Committee to the MFW.