



NOMINATIONS COMMITTEE - TERMS OF REFERENCE

1. SUMMARY OF PURPOSE

The purpose of the Nominations Committee is to bring nominations for Committees, representatives and other appointments as requested by the Meeting of Friends in Wales (MFW).

2. MEMBERSHIP

- 2.1 The Nominations Committee will normally have 4 members, who should be in membership within the Meeting of Friends in Wales (MFW), to include at least one member from each of the 4 Area Meetings within Wales, appointed triennially on a rolling programme. Each member is appointed for an initial term of three years, but could be invited to serve for a second term.
- 2.2 Members of the Committee will be nominated by a small search Committee, consisting of two or three Friends nominated from the floor of the Meeting, and appointed by the next MFW.
- 2.3 The Committee's convenor shall be nominated from its number, and appointed by MFW, on the recommendation of the Nominations Committee.
- 2.4 The Committee may invite other Friends (including the co-clerks and assistant clerk of MFW) to attend on an ad hoc basis as required to give information to help the committee's discernment, but may not co-opt on a permanent basis.

3. FREQUENCY OF MEETINGS

- 3.1 The Committee will seek an appropriate balance between meeting together and communicating individually or collectively in other ways.

4. TASKS

- 4.1 The Committee is responsible for seeking nominations for appointments required by the Meeting of Friends in Wales (MFW).
- 4.2 For appointments required in between meetings of MFW, the Committee will forward nominations to and at the request of the clerk of MFW for appointment on the in between meetings procedure.
- 4.3 The Committee will ensure that replacement nominations for standing appointments are made in good time to ensure proper hand-over by working with MFW Clerks to review roles due for reappointment in the next 6-9 months.
- 4.4 Members of the committee will liaise as appropriate with the convenors or clerks of the nominations committee of the three Area Meetings (AMs) within Wales.

- 4.5 The Committee will make recommendations to MFW concerning nominations and appointments policy, and review these on a regular basis. In cases where names cannot be found for a particular role, the Committee may make recommendations to MFW for alternative approaches.
- 4.6 Members of the Committee should be available to assist the co-clerks of MFW with between-meeting decisions relevant to their terms of reference.
- 4.7 The committee will inform the co-clerks of MFW promptly of nominations made between meetings so that they can ensure that
- The appointed Friend is informed about the appointment made, the support available (including financial arrangements) and responsibilities of the task;
 - The internal or external body is informed of the appointment;
 - Letters of release can be sent to those who have come to the end of their service.
- 4.8 The convenor of the committee, together with the MFW Clerks will ensure that new members of this committee receive appropriate induction into the work of the committee, including arranging for the convenor/clerk of the committee to provide the new member with a contact list of other members of the Committee, recent minutes, notes or papers, and copies of AM contact lists..
- 4.9 The committee will keep all Friends in Wales and in their respective AMs aware of the opportunities for service to MFW through Calon and in other ways

5. AUTHORITY & ACCOUNTABILITY

- 5.1 The Committee is accountable to Meeting of Friends in Wales (MFW).
- 5.2 The Committee shall work according to the Quaker business method, as described in chapter 3 and elsewhere in *Quaker faith & practice*. Sections 3.22 – 3.25 should be especially noted.
- 5.3 The Committee should agree its decisions by minutes agreed in its meetings, with due regard for confidentiality, and send its minutes to the Clerks of MFW for information
- 5.4 The Committee shall make its minutes available for archiving, and keep an up-to-date list of current appointments with the period of service clearly recorded.
- 5.5 The Committee will make brief reports to MFW as required, at least once per year: the committee may present a more detailed triennial report.
- 5.6 The Committee shall work within these terms of reference, under the authority of Minute of MFW held 24/6/17. The terms of reference will be reviewed every five years. Should urgent amendments be required in the meantime, these can be proposed by the committee to the MFW.