



RESOURCES GROUP TERMS OF REFERENCE 2017

1. SUMMARY OF PURPOSE

1.1 The purpose of the Resources Group is to be responsible for commissioning, translating and publishing of Quaker material in the Welsh Language and other material that is relevant to the needs of Friends in Wales, and act as a link with Quaker Life Publications Committee.

2. MEMBERSHIP

2.1 The Resources Group will normally have three/four members, appointed triennially on a rolling programme of appointments by Meeting of Friends in Wales. Each member is appointed for an initial term of three years, but could be invited to serve for a second term. Exceptionally a Friend could be invited to serve for successive triennia up to a maximum of three.

2.2 The member of Meeting of Friends in Wales nominated by MFW to serve on Quaker Life Publications Committee shall also be a member of the Resources Group, *ex officio*.

2.3 The co-clerks of Meeting of Friends in Wales and the Administrator may attend *ex officio*.

2.4 The Group's convener shall be nominated from within its number, and appointed by Meeting of Friends in Wales.

2.5 The Group 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 Group should seek an appropriate balance between meeting together and communicating individually or collectively in other ways, including electronic communication.

4. TASKS

4.1 The Group is responsible for commissioning, translating and publishing Quaker material for Wales in both Welsh and English (see *Quaker faith & practice* 5.06 c).

4.2 The Group is responsible for appropriate and timely liaison with Quaker Life Publications Committee. This liaison will normally be between a member of Quaker Life Publications Committee and a member of the Resources Group nominated by Meeting of Friends in Wales but this responsibility may be delegated

for a specific publication.

- 4.3 Specific work may be delegated within or outside the Group, but remains the responsibility of the Group as a whole.
- 4.4 The Group will be responsible for ensuring, along with the Administrator, up to date records of the stock of publications held by MFW whether for sale or for free distribution. The Group should also make recommendations about reprinting as required and ensuring transfer of information as required to the treasurer.
- 4.5 Members of the Group will liaise as appropriate with the four Area Meetings within Wales, normally through their clerks.
- 4.6 Members of the Group will assist the clerks of MFW with relevant between meeting decisions.
- 4.7 The convenor of the Group, together with the clerks/co-clerks of Meeting of Friends in Wales will ensure that new members of this Group receive appropriate induction, including providing a contact list of other members of the Group and recent minutes, notes or papers.
- 4.8 The Group will keep all Friends in Wales aware of new and forthcoming publications through Calon and in other ways.

5. AUTHORITY & ACCOUNTABILITY

- 5.1 The Group will make reports to Meeting of Friends in Wales as required, at least once per year.
- 5.2 The Group shall work according to the Quaker business method, as described in chapter 3 and elsewhere in *Quaker faith & practice*.
- 5.3 The Group may use notes to record its routine affairs, but shall minute its significant decisions in its meetings, and send its minutes and notes to the clerk of Meeting of Friends in Wales for information.
- 5.4 The Group shall keep a minute book for its minutes and notes.
- 5.5 The Group may set up, appoint or lay down sub-committees and working groups drawing their membership from outside the Group as required, and delegating to them the responsibility for specific policy areas or tasks.
- 5.6 The Group shall work within these terms of reference, under the authority of Minute of Meeting of Friends in Wales 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 Group to the Meeting of Friends in Wales.