



TERMS OF REFERENCE for TRUSTEES 2017

1. SUMMARY OF PURPOSE

To fulfil the role of the Trustee body as defined in the governing document
To ensure that Meeting of Friends in Wales as a charitable body complies with Quaker principles, the responsibilities set out in *Quaker faith and practice* 5.04/5.05 and statutory requirements. The Trustee body is responsible for the oversight of MFW's financial and employment affairs

2. MEMBERSHIP

- 2.1 There shall be a clerk and three or four members appointed by Meeting of Friends in Wales (MFW) triennially on a rolling programme, preferably one from each Area Meeting in Wales.
- 2.2 The treasurer of Meeting of Friends in Wales is a trustee *ex officio* and one of the co-clerks or assistant clerk should normally attend meetings of Trustees, to ensure good communication.
- 2.3 The Trustees' convenor shall be one of the Trustees (but not the treasurer), nominated and appointed by Meeting of Friends in Wales.
- 2.4 The Trustees may invite other Friends to attend on an *ad hoc* basis as required for a specific task, but not co-opt on a permanent basis.

3. FREQUENCY OF MEETINGS

- 3.1 The Trustees will seek an appropriate balance between meeting together and communicating individually or collectively in other ways, for example using email and telephone conferencing. They should meet at least twice a year.

4. TASKS and RESPONSIBILITIES

- 4.1 To have oversight of long term planning and priorities of Meeting of Friends in Wales working with other MFW committees.
- 4.2 To ensure compliance with charity law, and good practice in financial affairs including budgeting and expenditure and to produce the Trustees Annual Report and Accounts following the guidance in *Quaker Faith & Practice*, and in the governing document.

- 4.3 To take responsibility for all tasks associated with employing staff to support the functions of Meeting of Friends in Wales.
- 4.4 The Trustees may seek advice from individuals and set up sub-committees (which may include those outside the Trustees) as required, to take delegated responsibility subject to the conditions given in the governing document.
- 4.5 Members of the Trustees should be available to assist the co-clerks of MFW with between-meeting decisions relevant to their terms of reference.
- 4.6 Members of the Trustees will liaise and consult as appropriate with associated Area Meetings.
- 4.7 The clerk of the Trustees, together with the clerks of Meeting of Friends in Wales, will ensure that members of Trustees receive appropriate induction into the work of the Trustees, including providing a contact list of other members of the Trustees.
- 4.8 The Trustees will ensure that Friends in Wales are informed about their role, through the website, Calon and in other ways.

5. AUTHORITY & ACCOUNTABILITY

- 5.1 The Trustees are accountable to Meeting of Friends in Wales and The Charity Commission.
- 5.2 The Trustees will make reports to Meeting of Friends in Wales on a regular basis, at least once a year and will present the Annual Report.
- 5.3 The Trustees shall work according to the Quaker business method, as described in chapter 3 and elsewhere in *Quaker Faith & Practice*.
- 5.4 The Trustee body may use notes to record its routine affairs, but shall minute its significant decisions in its meetings, and send its minutes to the correspondence clerk of Meeting of Friends in Wales for information and recordkeeping.
- 5.5 The Trustees shall keep a minute book for both the minutes and the notes of the Trustees.
- 5.6 The Trustees shall work within these terms of reference, under the authority of Minute 2017.--- of Meeting of Friends in Wales held in Brecon on June 24th 2017. The terms of reference will be reviewed in 2022. Should amendments be required in the meantime, these can be agreed by MFW in session at the initiative of Trustees or MFW.