



WALES FOCUS GROUP TERMS OF REFERENCE 2017

1. SUMMARY OF PURPOSE

1.1 The Group exists to enable the voice of Meeting of Friends in Wales to be heard, adding to its deliberations particularly where more detailed work is required. This is not political activity but the expression of viewpoints from a spiritual, moral and ethical perspective.

1.2 The Group exists to assist Meeting of Friends in Wales and its Clerks in deliberations about prioritisation of issues and the focus of Friends' energies.

1.3 Responses to consultations etc. may be prepared by individuals on the group, or by inviting others, who have a particular knowledge or interest, to do so. The Group will draw on the expertise of others as they see fit.

2. TASKS

The Group's role is to:

- i. Give attention to spiritual and religious developments arising from discussion within Cytûn or proposed by our sister churches or other faith communities.
- ii. Respond to consultations issued by the Senedd and the Welsh government, particularly those on social and ethical issues and which in particular are connected to the concerns and testimonies of Britain Yearly Meeting.
- iii. Monitor, as far as it is able, the briefing papers of Welsh civil groups so that the Meeting can ally itself with their endeavours or challenge them where this is considered suitable.
- iv. Assist in the preparation of public statements on behalf of Meeting of Friends in Wales when asked.
- v. Pursue actions arising from the decisions of Meeting for Sufferings and which are particularly relevant to Wales, whilst not interfering with actions which Area Meetings might pursue.
- vi. In consultation with the clerks to determine how to respond to non-recurring invitations of ecumenical and other kinds to send a Quaker representative and if required, to forward these to Nominations Committee.

3. MEMBERSHIP

3.1 The group shall consist of one representative from each Area Meeting, appointed initially for three years. A member may be invited to serve for a second triennium If possible and being sensitive to the burdens they already carry, the representatives of Meeting of Friends in Wales to CYTŪN, its LASER group and Meeting for Sufferings; the Clerks of Meeting of Friends in Wales may attend *ex-officio*.

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

3.3 The group may request the attendance, at any of their meetings, of anyone who could facilitate and contribute to discussion and decision.

4. FREQUENCY OF MEETINGS

4.1 The Group should meet at least twice annually and deliberations and preparation of any papers will be facilitated electronically.

5. AUTHORITY & ACCOUNTABILITY

5.1. The Group will make a report of its work to Meeting of Friends in Wales from time to time, as required.

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 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.