

QUAKER LIFE CENTRAL COMMITTEE
Quaker Prison Chaplains Committee

TERMS OF REFERENCE

As approved on 22nd February 2014 by
Quaker Life Central Committee minute 14/15

1. SUMMARY OF PURPOSE

Within the context of overall Quaker Life work in support of Quaker Chaplaincy, to determine priorities, and actively support and engage in the work of promoting Quaker prison ministry within Britain Yearly Meeting and in providing training, networking and support for Quaker Prison Chaplains.

2. MEMBERSHIP

- 2.1 The committee comprises between six to eight members appointed triennially by Quaker Life Central Committee, names having been submitted by its Nominations Committee, with one-third retiring annually on a rolling basis. 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 according to the needs of the committee for continuity and to retain specialist skills. Terms of service will normally begin at the start of a calendar year.
- 2.2 Membership of the committee will normally be drawn from Friends who are serving as Quaker Prison Chaplains, who will be invited to offer service, or to suggest names as part of the nominations process.
- 2.3 The committee shall maintain short biographies of all its members to aid induction and the sharing of skills and experience.
- 2.4 Quaker Life central committee will appoint the clerk on an annual basis. The committee will not normally have an assistant clerk. Quaker Prison Chaplains committee may appoint one if desired.

- 2.5 A member of staff, designated by the general secretary, will normally attend meetings and act as secretary to the committee. Other members of staff may be asked to attend for specific agenda items by invitation of the clerk. Meetings without the secretary should only occur with the general secretary's agreement.
- 2.6 The clerk and general secretary of Quaker Life central committee can attend meetings *ex officio*. Quaker Life central committee will usually appoint a link person to the Committee who should also attend.
- 2.7 The Committee may invite the attendance of other Friends or specialists on an *ad hoc* basis to help on particular issues on its behalf, but may not co-opt on a permanent basis.

3. FREQUENCY OF MEETINGS

- 3.1 The Committee shall meet as frequently as appropriate for discernment and accountability, normally four times a year. Meetings should fit in with the calendar agreed with the general secretary on behalf of Quaker Life central committee.
- 3.2 The committee shall seek an appropriate balance between meeting together and communicating individually or collectively in other ways.

4. DUTIES & RESPONSIBILITIES

- 4.1 The committee shall determine key directions, policies, objectives and priorities for the work of the supporting the role and work of Quaker Prison Chaplains.
- 4.2 The committee will encourage support from within Britain Yearly Meeting for Quaker Prison Chaplains and their work.
- 4.3 The committee is responsible for arranging appropriate training for Quaker Prison Chaplains and for ensuring ongoing support for Chaplains which would normally include arranging an annual conference.
- 4.4 The committee is responsible for liaison with relevant statutory bodies and for designating and supporting a 'Faith Advisor' (who should be a member of the committee, or staff member).
- 4.5 The committee will engage with and participate in Quaker Life's wider work in support of Chaplaincy.
- 4.6 The committee should work with staff to develop an annual work plan and a budget for the work. The committee should alert Quaker Life central committee to areas of work requiring additional resource.

5. AUTHORITY & ACCOUNTABILITY

- 5.1 The committee is accountable to Quaker Life central committee and draws its authority from it.
- 5.2 The committee shall forward its minutes and make reports, including a written annual report, to Quaker Life central committee as required.
- 5.3 The committee shall work according to the Quaker business method, as described in *Quaker faith and practice* and keep a minute book and a “Gold Book” of minutes and supporting papers.
- 5.4 The committee may communicate formally by minute with Quaker Life central committee and its functional committees and working and support groups. Formal communication with other committees and bodies outside Quaker Life shall be through central committee (see also 5.5).
- 5.6 The committee may set up, appoint or lay down sub-committees and working groups, drawing their membership from outside the committee as required, and delegating to them the responsibility to review or develop specific policy areas or tasks
- 5.7 The committee shall work within the budget drawn up by the general secretary on behalf of Quaker Life central committee, following the budget and planning processes of Britain Yearly Meeting trustees
- 5.8 The committee shall work within these terms of reference, under the authority of Minute 14/15 of Quaker Life central committee held 21 – 23 February 2014.