



Britain Yearly Meeting  
of the Religious  
Society of Friends

## **QUAKER LIFE CENTRAL COMMITTEE NOMINATIONS COMMITTEE**

### **TERMS OF REFERENCE**

As of January 2013

#### **1. SUMMARY OF PURPOSE**

- 1.1 The purpose of the Nominations Committee is to meet the needs of Quaker Life Central Committee by making nominations for appointments as requested by that Committee or its Representative Council.

#### **2. MEMBERSHIP**

- 2.1 The Committee comprises four members of Quaker Life Central Committee appointed to serve annually.
- 2.2 The clerk to the Committee shall be appointed annually by Quaker Life Central Committee.
- 2.3 A member of staff, designated by the General Secretary, will normally attend meetings and act as secretary to the Committee. This staff member will also attend the staff Nominations Liaison Group.
- 2.4 The clerk and General Secretary of Quaker Life Central Committee may attend *ex officio*.

#### **3. FREQUENCY OF MEETINGS**

- 3.1 The Committee shall meet as frequently as appropriate for discernment and accountability. Meetings should fit within 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, meeting as the augmented group and communicating individually or collectively in other ways.

#### **4. DUTIES AND RESPONSIBILITIES**

- 4.1 The Committee shall nominate Friends to serve on Quaker Life committees, working and project groups or in designated roles on behalf of Quaker Life Central Committee as required.

- 4.2 The Committee shall nominate members of Central Committee to serve as clerk, assistant clerk and in other designated roles on behalf of the Committee as required.
- 4.3 The Committee shall nominate members of Central Committee to serve as the Quaker Life representative, or member of other committees as required.
- 4.4 The Committee shall assist Central Nominations Committee in its triennial nominations of Quaker Life Central Committee if requested to do so.
- 4.5 The Committee shall respond to business items as required or requested by Central Committee and /or the General Secretary of Quaker Life.
- 4.6 The Committee shall oversee and comment upon nominations matters and procedure for Quaker Life Central Committee.
- 4.7 The Committee shall respond to requests received by Quaker Life Central Committee for suggestions of names of Friends to serve on committees, working or project groups in other areas of the corporate work of the Society.
- 4.8 The Committee shall maintain an up-to-date record of all appointments.
- 4.9 When making nominations the Committee will aim to meet the needs of the committee in question in the most balanced and representational way appropriate, bearing in mind Quaker Life's policy on equal opportunity.

## **5. AUTHORITY AND ACCOUNTABILITY**

- 5.1 The Committee is a sub-committee of Quaker Life Central Committee and is accountable to that Committee and draws its authority from it.
- 5.2 The Committee shall make reports to Quaker Life Central Committee as required.
- 5.3 The Committee shall work according to the Quaker business method as described in Chapter 3 and elsewhere in *Quaker faith & practice*.
- 5.4 The Committee shall minute its decisions in its meetings and forward its minutes to the clerk of Quaker Life Central Committee.
- 5.5 The Committee shall keep a minute book and a Gold Book of minutes and papers current to its operation.
- 5.6 The Committee shall work within these terms of reference under the authority of minute **12/52** of Quaker Life Central Committee held 14-16 September 2012.

**Complementary documents:**

1. Terms of reference of Quaker Life Central Committee.
2. Terms of reference of Quaker Life Representative Council
3. Terms of operation for the Nominations Liaison Group.