



# QUAKER PEACE & SOCIAL WITNESS

## TURNING THE TIDE GROUP

### TERMS OF REFERENCE



#### 1) Summary of Purpose

Within the context of overall QPSW policy, to set policy and determine priorities for the work of the QPSW Turning the Tide Programme (TTT). The aim of the work is to advance the understanding of active nonviolence and its use for positive social change.

#### 2) Membership

Members of the Group will be appointed by Quaker Peace & Social Witness Central Committee. The Group will comprise six to eight Friends, around one third retiring annually on a rolling basis, to ensure continuity. Each Friend will be appointed for a term of three years, and may be invited to serve for a second triennium, or exceptionally a third.

The Group will appoint a Clerk and Assistant Clerk from their number.

QPSW Central Committee may appoint one of its number to receive all minutes and papers of the group and to attend at least one meeting a year as a two-way Link between the Group and Central Committee. Though the Group may not co-opt, it may invite other Friends or specialists to attend specific meetings for particular agenda items or to give advice. The Group will be serviced by a member of the QPSW staff team, and other QPSW staff may be invited by the Clerk to attend as appropriate for items on the agenda. Meetings will not normally take place without a QPSW staff member being present, except by agreement with the General Secretary or Assistant General Secretary. Minutes will be agreed in and by the meeting, in accordance with Quaker practice and circulated to Group members.

#### 3) Frequency of Meetings

The Group will normally hold meetings between 3 and 6 times a year, at a time, and in a manner and place, to suit group members. The Group may meet more or less frequently, but this must be agreed by the Group as a whole, in consultation with the appropriate Assistant General Secretary.

Decisions which must be made between meetings may be taken by the Clerk on the advice of the relevant staff and in consultation with the Assistant Clerk and with other group members as appropriate. Such decisions will be formally minuted at the next meeting of the Group.

## 4) Duties and Responsibilities

- A. To agree, prioritise, oversee and review as needed the work plan of the Programme, ensuring that the work is manageable, achievable and commensurate with the human and financial resources available and that staff time is split effectively among work with both Quaker and non-Quaker groups, consultancy, communication, and fostering the community of Resource People.
- B. To agree criteria for the selection of groups and organisations with which to work, either collaboratively or through networking, ensuring consistency of approach.
- C. To undertake a regular macroanalysis of the work, looking at the major trends in the world and placing the TTT work within that, in order to strategise the effectiveness of the programme.
- D. To ensure that the wider issues relating to the nature of the TTT work are kept regularly under review, and to advise QPSW Central Committee, should aspects of this work become controversial within Britain Yearly Meeting.
- E. In response to minutes passed from Meeting for Sufferings, to advise QPSW Central Committee whether it is appropriate for the work plan to incorporate specific new areas of concern in the Group's area of responsibility.
- F. To make submissions to government and other decision-makers in accordance with agreed procedures, and make recommendations to QPSW Central Committee on public statements within the Group's area of responsibility. Submissions to the Scottish Parliament or Welsh Assembly should be made in consultation with General Meeting for Scotland or the Meeting of Friends in Wales, as appropriate.
- G. To agree the editorial policy for newsletters and other communication materials produced by those working on the programme.
- H. To use, as appropriate for the group, the modes of working set out in A Framework for Action 2009 – 2014 and summarised below.  
Empowering and supporting British Friends by:
  - i. exploring, testing and challenging ideas and good practices coming from individuals and meetings and sharing them widely;
  - ii. gathering and researching information, networking and supporting networks to take action, acting as a hub for information and exchange;
  - iii. being a forum for debate, with Quakers and others, to build knowledge and courage;
  - iv. expressing a Quaker voice and acting as advocates on national issues,
  - v. providing up-to-date materials, training, advice and information,
  - vi. working with Quakers in other countries, the Quaker Council for European Affairs, Quaker United Nations Office, Friends World Committee for Consultation and, as appropriate, other churches and faiths,

- vii. exploring partnership arrangements, including ones where the lead is taken by meetings and other Quaker bodies.
- I. To collaborate with other QPSW Central Committee groups and processes as appropriate.

## **5) Accountability**

The Group is accountable to QPSW Central Committee, and will normally report in writing and in person (through its Clerk) to Central Committee once a year, or as directed by Central Committee, in preparation for which it will, using the guidelines provided:

- i. evaluate its work, including work achieved and work in progress and, in the light of that evaluation, will
- ii. assess its priorities for the coming year(s).

From time to time Central Committee will review the group and/or the programme of work to ensure that it is effectively addressing Friends' concerns.

The group's minutes will be received regularly by Central Committee and the group may communicate with Central Committee by specific minute on matters of advice or action, and should always do so when major decisions with significant resource or policy implications need to be taken.

In addition the Group will be expected to provide help with fundraising for its work and reports for other BYM committees or external funding bodies as may be requested from time to time.

## **6) Use of Quaker Faith and Practice**

All Group members are advised to read Chapter 3 of Quaker Faith and Practice, and are reminded that they all share in the responsibility for ensuring that their work is within the spirit of Quaker Faith and Practice, adheres to the constitutional principles set out in Chapters 3 and 8, and is compliant with Britain Yearly Meeting policies.

## **7) Committee Handbook**

All members will be supplied with a copy of the BYM Committee Handbook, and its use is encouraged.

## **8) Authority**

The Group will work within these terms of reference, as approved by minute QPSWCC 09/125 of Quaker Peace & Social Witness Central Committee held 13<sup>th</sup> – 15<sup>th</sup> November 2009.