



Yearly Meeting of
the Religious Society
of Friends in Britain

BRITAIN YEARLY MEETING

BYM TRUSTEES TERMS OF REFERENCE

1. SUMMARY OF PURPOSE

“Trustees are responsible to the yearly meeting for the right stewardship of its work, assets and property; as charity trustees, they are also legally defined as responsible for the general control and management of the administration of the affairs of Britain Yearly Meeting” [*Quaker faith & practice* 8.16 para 2]

2. AUTHORITY, DELEGATION AND RELATIONSHIPS

- 2.1 Trustees are appointed by and are accountable to Yearly Meeting.
- 2.2 The powers and responsibilities of the trustees are as set out in the governing document of Britain Yearly Meeting.
- 2.3 Trustees undertake, on behalf of Yearly Meeting, legal compliance, monitoring and scrutiny functions. They also ensure that the centrally managed work is being properly governed and managed in accordance with the religious and charitable objects of Britain Yearly Meeting [*Quaker faith & practice* 8.16 para 4].
- 2.4 Trustees oversee the work of Management Meeting and are the employers of Britain Yearly Meeting staff.
- 2.5 Trustees recognise and listen carefully to the discernment of Yearly Meeting, Meeting for Sufferings, and their committees and ensure that it is followed, within legal and financial constraints [*Quaker faith & practice* 8.16 para 3]
- 2.6 Trustees consult with and have regard to the guidance of Meeting for Sufferings when some significant undertaking is being proposed. [*Quaker faith & practice* 7.03]

3. DUTIES

- 3.1 To ensure that the priorities for the centrally managed work discerned by Meeting for Sufferings from time to time are carried out in an efficient and prudent manner, within the available resources and consistent with the religious and charitable objects of Britain Yearly Meeting.
- 3.2 To implement the priorities of Meeting for Sufferings through appropriate strategic measures and by ensuring the production each year of an operational plan and budget for the centrally managed work and a process for measuring progress.
- 3.3 To raise funds for the centrally managed work of Britain Yearly Meeting.
- 3.4 To monitor financial and operational performance against the operational plan.
- 3.5 To make those variations in the operational plan and budget during the year that seem necessary to meet overall policy.
- 3.6 To provide regular progress reports to Meeting for Sufferings on the centrally managed work and, when appropriate, to consult and seek guidance on significant changes to the planned work.
- 3.7 To ensure that systems are in place to maintain the proper stewardship of assets, the financial probity and solvency of the operations of the centrally managed work and for the discharge of the appropriate legal and regulatory obligations.
- 3.8 To determine and ensure the application of appropriate policies for accounting and investment.
- 3.9 To appoint the external auditors and to consider and approve the *Annual report and accounts* to be presented for information to Meeting for Sufferings before submission to Yearly Meeting and filing them with the Charity Commission.
- 3.10 To review and assess the risks faced by the centrally managed work, to plan for the management of those risks and to keep under review the systems of governance and internal audit to ensure that appropriate standards are maintained.
- 3.11 To monitor the application of the Yearly Meeting policies on safeguarding children and vulnerable adults, equal opportunities, employment, the involvement of volunteers and health and safety in the workplace.
- 3.12 To act on behalf of Britain Yearly Meeting as the employer of all the staff engaged on the centrally managed work;
- 3.13 To be responsible for the recruitment and appointment of senior staff at Management Meeting level including the Recording Clerk;

- 3.14 To be responsible through their clerk for the work of the Recording Clerk.
- 3.15 To be responsible for the constitution and oversight of Management Meeting. To receive advice on the practical and technical aspects of its work and regular progress reports on implementation of the operational plan.
- 3.16 To ensure the provision of financial, property, communication and hospitality services in support of the central committees and their work.
- 3.17 To ensure the sound management and usage of all property in the ownership of the Yearly Meeting.
- 3.18 To maintain regular communication with the central committees which are accountable to the trustees and keep themselves informed about progress of their work. In particular to discuss with them new opportunities and initiatives as well as any difficulties that are foreseen in fulfilling the operational plan;
- 3.19 To keep under review the terms of reference of all the central and other standing committees and, if necessary, to amend them within the limits set out in *Quaker faith & practice* 8.07, reporting changes to Meeting for Sufferings or to Yearly Meeting as appropriate for consideration and approval.
- 3.20 To establish and delegate to committees or trading companies those aspects of the work of trustees as can be more effectively carried out by such arrangements. All such appointments and delegation to be in accordance with the provisions set out in the Britain Yearly Meeting governing document.
- 3.21 To identify any matters arising in the area of work under their care which might be thought to involve decisions on priorities or matters on which they are required to consult with Meeting for Sufferings (*Quaker faith & practice* 7.03). These must be referred to Meeting for Sufferings for advice having made proper provision for presentation of the matter.
- 3.22 To undertake any task laid upon them by Yearly Meeting or to report their reasons for failing to act.

4. MEMBERSHIP AND ATTENDANCE

- 4.1 Twelve trustees are appointed by Yearly Meeting on the nomination of the Central Nominations Committee to serve for a three year period, four retiring annually by rotation. The period of service will begin on 1 January of the year following appointment at Yearly Meeting and end on 31

December of the appropriate year. Reappointment is possible for a second term and exceptionally for a third.

- 4.2 In addition to the trustees in 4.1 a clerk and assistant clerk are appointed by Yearly Meeting on the nomination of the Committee on Clerks. The period of service is for one year beginning on 1 January of the year following appointment at Yearly Meeting.
- 4.3 The Yearly Meeting treasurer will serve ex-officio as a trustee and will be appointed by Yearly meeting on the nomination of the Committee on Clerks.
- 4.4 On a vacancy arising by death or request for release, interim appointments may be made by Meeting for Sufferings and recorded at the following Yearly Meeting.
- 4.4 Every trustee must comply with the legal requirements for eligibility as a trustee and accept responsibility as a trustee for the centrally managed work of Britain Yearly Meeting.
- 4.5 There will be no remuneration for service as a trustee.
- 4.6 All trustees serve ex officio on Meeting for Sufferings.
- 4.7 The Recording Clerk, as secretary to the trustees, and the Deputy Recording Clerk will normally attend meetings of the trustees. Other members of staff may be asked to attend by invitation of the clerk. No member of staff will be designated as carrying trustee responsibility.

5. FREQUENCY OF MEETINGS

Trustees shall meet at least three times each year and additionally as required.

6. AGREEMENT OF THE TERMS OF REFERENCE

6.1 These terms of reference shall be reviewed triennially

6.2 Approved by minute [number] of Britain Yearly Meeting held on [date]

Agreed by minute 27 at Yearly Meeting 2016