

## **Britain Yearly Meeting Central Nominations Committee**

"Everyone has a gift. The church needs to call out the gifts in individuals. [Dietrich] Bonhoeffer said: 'The church cannot afford unemployed people.' ...gifts are a way of being employed and ... also a way for building the body. That is what gifts are for. They are meant for the community."

*Thomas Swain*

### **Terms of Reference**

#### **1. Summary of Purpose**

- 1.1. Central Nominations Committee uses a corporate discernment process in order to call people to their roles as children of God, working with others to create the kingdom of God. Effective working of a Nominations Committee is therefore manifested in a community which is spiritually resourced, empowered and joyful. This is the aim of the work of our Central Nominations Committee.
- 1.2. Central Nominations Committee is responsible for finding names for most of the appointments made by Yearly Meeting and Meeting for Sufferings, and for overseeing and developing nominations procedures within its purview. (See also *Quaker faith & practice* 6.21).

#### **2. Authority, Delegation and Relationships**

- 2.1. Central Nominations Committee is appointed by Yearly Meeting on the nominations of Yearly Meeting Nominating Group.
- 2.2. The committee should report annually to Yearly Meeting and Meeting for Sufferings on the progress of its work and on any other matters from the perspective of nominations which require the attention of Yearly Meeting or Meeting for Sufferings.
- 2.3. Central Nominations Committee's annual report should ensure that Yearly Meeting, Meeting for Sufferings and Britain Yearly Meeting Trustees are able to adjust their nomination requests in light of current experience.
- 2.4. The committee may communicate by minute with Yearly Meeting, Yearly Meeting Nominating Group, Yearly Meeting Committee on Clerks, Meeting for Sufferings, Britain Yearly Meeting Trustees, and other Central and Standing Committees of Britain Yearly Meeting.
- 2.5. The committee have the ability to establish subgroups and search groups as required.
- 2.6. The committee are responsible for the work of these groups and each group must contain at least one serving member of Central Nominations Committee per sub/search group.

### 3. Duties

- 3.1. The committee shall bring forward to Yearly Meeting or Meeting for Sufferings, as required, names of Friends to serve:
- on committees of Yearly Meeting;
  - on Yearly Meeting Agenda Committee;
  - on Meeting for Sufferings Arrangements Group;
  - as Britain Yearly Meeting Trustees;
  - on Quaker Stewardship Committee;
  - on central committees, other standing committees and Trusts appointed by Meeting for Sufferings;
  - as representatives to various bodies on which Meeting for Sufferings, or Yearly Meeting, is represented;
  - on ad hoc groups;
  - for other tasks as requested by Yearly Meeting;
  - for other tasks requested by Meeting for Sufferings where membership should be drawn from outside Meeting for Sufferings' current members.

Where no suitable name can be found this should be reported to the appointing body in a timely manner.

- 3.2. The committee shall see that a calendar for all regular appointments is maintained and regularly updated.
- 3.3. The committee shall liaise with the committees and other bodies for which it is seeking names to ensure that up-to-date terms of reference and other information required are obtained in good time. Having undergone such liaison, the committee will seek nominations on the basis of its own discernment and in line with the general guidance on nominations in *Quaker faith & practice* 3.22 – 3.25.
- 3.4. The committee shall seek names for nomination with due regard for equality, including in consideration of age, gender, geographical spread, experience and length of service, balancing the predetermined criteria for each appointment with the gifts of Friends who could serve.
- 3.5. The committee shall nominate only members of the Society<sup>i</sup> for appointments to standing committees of Meeting for Sufferings or Britain Yearly Meeting, or as representatives to other Quaker bodies or to the outside world. Exceptions to this general rule shall be clearly indicated and supported by reasons for nomination<sup>ii</sup>.
- 3.6. The committee shall maintain an overview for the bodies for which it brings forward nominations. It should advise Yearly Meeting or Meeting for Sufferings (as appropriate) if it feels that an adjustment or review of the purpose or operating terms for any appointment are necessary considering the gifts of Friends who could serve.

- 3.7. The committee shall seek to ensure that the widest possible range of names are available for consideration as potential nominees, keeping procedures to this end under regular review. The committee shall make use of a nominations database kept by staff.
- 3.8. The recording of information by Central Nominations Committee should be undertaken with the upmost regard to the safety and protection of individual's personal information, as well as compliance with legal requirements.
- 3.9. The committee shall have a mechanism for rapid response to urgent requests by Meeting for Sufferings, including a between meetings procedure.
- 3.10. Search groups
- i) The committee delegates much of the work of its discernment on names to search groups.
  - ii) The committee shall establish search groups which ascertain the needs, views and suggestions of the body nominated to and its secretary, and then bring discerned names and a report on the discernment process to Central Nominations.
  - iii) Central Nominations Committee shall assure itself by the reviewing of reports that the discernment of search groups is in right ordering.
  - iv) The committee will maintain a pool of names for service on search groups.
  - v) To enlarge this pool, Central Nominations Committee may liaise with the bodies nominated to and other nominating bodies, and make use of Britain Yearly Meeting's channels of communications with its members.
  - vi) The committee shall allocate Central Nominations Committee members and Friends from the pool to search groups at the first meeting of the year.
- 3.11. The Committee shall establish a communications subgroup which:
- attends to the communications which are sent out to individuals who have offered service via a Quaker Service Information Form (either by writing those communications itself or asking staff to do so);
  - consults on and approves communications sent out widely by search groups;
  - may choose to publish material about the work of the committee in general through appropriate channels;
  - raises awareness of opportunities for service.

#### **4. Membership and attendance**

- 4.1. The committee comprises 15 ordinary members and 2 clerks. Members are appointed on rotating triennial basis by Yearly Meeting on the recommendation of the Nominating Group appointed annually for that purpose.

- 4.2. Nomination for a second term of service is possible through the nomination of Yearly Meeting Nominating Group, and a term of service may be preceded or followed by service on one or more Search Groups. There is a maximum of six consecutive years' service in Central Nominations Committee and Central Nominations Committee-adjacent roles (i.e. on Search Groups). No further reappointment is possible without a gap of at least two years.
- 4.3. The committee appoint the clerks from within their membership to serve for one or more years depending on their circumstances and the committee's needs. Clerks can serve as such for an extra year on top of their ordinary term of service. The clerk serves ex-officio on Meeting for Sufferings. The clerks of Central Nominations Committee will maintain effective communications with other clerks of nominating groups.
- 4.4. The Recording Clerk may attend ex-officio. The clerks of Yearly Meeting and Meeting for Sufferings may attend exceptionally with the agreement of the committee or on the direction of Yearly Meeting/Meeting for Sufferings.
- 4.5. The Committee may invite other Friends or specialists to help on particular issues on its behalf.
- 4.6. A member of staff, designated by the Recording Clerk, will normally attend committee meetings to act as secretary to that committee. The secretary will help coordinate and pass information between nominations committees e.g. suggesting names. The Recording Clerk is responsible for ensuring there are sufficient staff resources to support the work of the committee. Meeting without the secretary should only be with that person's or the Recording Clerk's agreement.

## **5. Frequency of Meeting**

- 5.1. The committee shall meet as frequently as required to meet the requirements placed upon it. Meetings should fit within the calendar agreed with the Recording Clerk.
- 5.2. A proportion of the committee also needs to be present during Britain Yearly Meeting in session, to be available for any ad-hoc nominations required during the Yearly Meeting.

## **6. Agreement of the Terms of Reference**

- 6.1. The committee shall work within these terms of reference under the authority of minute 28 Britain Yearly Meeting held 27 – 30 May 2016.
- 6.2. The terms of reference should be reviewed at least triennially and may in the interim be amended by minuted decisions of Britain Yearly Meeting in session or Meeting for Sufferings.<sup>iii</sup>

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<sup>i</sup> The term 'Society' is used rather than 'Britain Yearly Meeting' as on occasion members of other yearly meetings may be appointed.

As agreed by minute 8 of Meeting for Sufferings held 4 April 1992, in which the recommendations of a working group were accepted.

<sup>ii</sup> As agreed by minute 8 of Meeting for Sufferings held 4 April 1992, in which the recommendations of a working group were accepted.

<sup>iii</sup> Unusually, the clerks of Yearly Meeting and of Meeting for Sufferings should not have the right of ex- officio attendance as there should be clear separation between the table of Yearly Meeting/Meeting for Sufferings and the nominating process to committees and other bodies.