



## BRITAIN YEARLY MEETING

# Meeting for Sufferings: Britain Yearly Meeting (BYM) Sustainability Group

### TERMS OF REFERENCE

The action we are ready to take at this time is to make a strong corporate commitment to become a low-carbon, sustainable community. This will require a process to establish a baseline of current witness and a framework in which individual Friends and local meetings can share their successes.

Part of minute 36, Yearly Meeting 2011

#### 1. Summary of Purpose

- 1.1. The BYM Sustainability Group works to oversee and encourage progress in relation to the commitment, made at Yearly Meeting in 2011, to become a low-carbon, sustainable community.

#### 2. Authority, Delegation and Relationships

- 2.1. The BYM Sustainability Group is appointed by Meeting for Sufferings and derives its authority from Britain Yearly Meeting. It is accountable to Meeting for Sufferings which agrees its terms of reference and provides the resources to carry forward its work. It reports to Meeting for Sufferings.
- 2.2. The Group's meetings and work are conducted in faithful waiting on the spirit, in the expectation of being guided forward. We cannot constrain the spirit. If the Group's leadings would take it out of the area outlined in these terms of reference it should record its leading in a minute to Meeting for Sufferings who may discern the way forward or seek the guidance of Britain Yearly Meeting as appropriate.
- 2.3. The Group may communicate by minute with Meeting for Sufferings, Britain Yearly Meeting Trustees and other Central and Standing Committees of Britain Yearly Meeting. Its role is to engage actively with those bodies, and with working committees and groups accountable to them.
- 2.4. As a working group of Meeting for Sufferings, the Group may communicate with Friends in local and area meetings.
- 2.5. The Group is encouraged to engage with independent Quaker groups, particularly those whose work relates closely to the Commitment; recognising that independent bodies rely on their own discernment processes.

#### 3. Duties

- 3.1. The BYM Sustainability Group works to oversee and encourage progress in relation to the commitment, made at Yearly Meeting in 2011, to become a low-carbon, sustainable community.
- 3.2. The Group's work is based on the strategy set out in 'Recommendations for Action: Becoming a low carbon sustainable community' prepared by Minute 36 (Canterbury)

Commitment Group (May 2014) and adopted by Meeting for Sufferings in June 2014 (MfS 2014 06 11).

- 3.3. The Group has a leadership role, similar to eldership and oversight, in relation to the commitment. It aims to provide encouragement, support, guidance and inspiration to all parts of our Quaker community as the Yearly Meeting takes forward this commitment year on year.
- 3.4. Within this remit, the Group is responsible for these specific duties:
  - 3.4.1. Throughout the Yearly Meeting, act as champions for the Commitment and for the strategy set out in 'Recommendations for action';
  - 3.4.2. Work both responsively and proactively with the parts of Britain Yearly Meeting identified as responsible for implementing the recommendations, encouraging and supporting them in this work, including helping to develop new work as required;
  - 3.4.3. Liaise with independent Quaker bodies, especially those whose work relates closely to the Commitment;
  - 3.4.4. Ensure the recommendations are taken forward in a co-ordinated and coherent way, by maintaining an overview and helping the responsible bodies to connect with each other;
  - 3.4.5. Organise a gathering, encompassing all parts of our Yearly Meeting, at least every two years;
  - 3.4.6. Review 'Recommendations for action' on a regular basis, monitor progress, and bring revisions or further recommendations to Meeting for Sufferings as appropriate;
  - 3.4.7. Report to Meeting for Sufferings at least annually.

#### **4. Membership and Attendance**

- 4.1. The Sustainability Group will have six members.
- 4.2. Members are appointed by Meeting for Sufferings for a three-year period, one third retiring annually on a rolling basis, with names submitted by the Central Nominations Committee. Reappointment is possible for a second term and exceptionally for a third.
- 4.3. The clerk is appointed by the Group from their number.
- 4.4. The Clerk of Meeting for Sufferings, the Recording Clerk (or his/her nominee) may attend meetings ex officio.
- 4.5. One representative from each of: QPSW's Sustainability and Peace programme; Woodbrooke; and Living Witness may attend meetings ex-officio.
- 4.6. Other Friends, specialists or members of staff may be asked to attend by invitation of the clerk for specific agenda items.
- 4.7. A member of staff, designated by the Recording Clerk, will normally attend Group meetings to act as secretary to the Group. The Group will not meet without the secretary unless with the agreement of that person's line manager or the Recording Clerk.

## **5. Frequency of Meetings**

5.1. The Group should meet as frequently as appropriate for discernment and accountability, with meetings fitting within the calendar agreed with the Recording Clerk's Office.

5.2. The Group should agree a mechanism for conducting business between meetings.

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

6.1. The BYM Sustainability Group shall work within these terms of reference under the authority of minute 10 of Meeting for Sufferings held 4 October 2014.

6.2. The terms of reference may be amended by minuted decisions of Meeting for Sufferings.

6.3. Meeting for Sufferings will review the Group after three years, to ensure this continues to be the right approach to taking forward our Commitment.

Prepared for Meeting for Sufferings 30/07/2014  
revised and agreed at Meeting 4/10/2014