



Yearly Meeting of
the Religious Society
of Friends in Britain

BRITAIN YEARLY MEETING TRUSTEES NOMINATIONS GROUP TERMS OF REFERENCE

1 Summary of purpose

- 1.1 Accountable to Britain Yearly Meeting Trustees, Nominations Group is responsible for bringing forward the names of Friends to serve for the appointments referred to it by Trustees, and for overseeing and developing nominations policy within its purview.

2. Membership

- 2.1 The group will comprise 3 serving Trustees and 3 members external to Trustees (min 2012/09/10), appointed by BYM Trustees by open nomination at their first meeting of each year. Members are appointed for up to 3 years, and in such a way as to achieve rotation of service in the group.
- 2.2 The convener is appointed by the group from its membership.
- 2.3 The BYM Trustees clerks and relevant others may attend by invitation of the group for specific items that require direct briefing or consultation.
- 2.4 A member of staff, designated by the Recording Clerk, will act as administrative secretary to the group.

3 Frequency of Meetings

- 3.1 The group will meet as often as is required for its task, usually during a period when Trustees are together, or by telephone conference. It is expected that much of its work can be undertaken between meetings by telephone, email or through the post.

4 Duties & responsibilities

- 4.1 The group will bring forward as required names of those to serve
 - on subcommittees or working groups of BYM Trustees;

- any representatives required by BYM Trustees to other bodies;
 - for other tasks as requested by BYM Trustees.
- 4.2 The group will see that a calendar for all regular appointments is maintained and regularly updated, and will keep a minute book of its decisions.
- 4.3 The group will liaise with the subcommittees and other bodies for which it is seeking names, in order to ascertain their needs, views and suggestions, and to ensure that up-to-date terms of reference and other information required are obtained in good time. Having undergone such liaison, the group 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.
- 4.4 The group will seek names for nomination with due regard for balance (such as for age, gender, geographical spread, experience and length of service) within the pre-determined criteria for each appointment.
- 4.5 The group will seek to monitor appointments and advise BYM Trustees if it feels adjustment or review of the purpose or operating terms for any appointments are needed.
- 4.6 The group will have access, through its administrative secretary, to the nominations section of the BYM database and ensure that any recording of information within its own records complies with the requirements of the Data Protection Act and good practice.
- 4.8 The group shall keep under review its nominations procedures and policies, liaising through the Nominations Secretaries Liaison Group for access to wider usage amongst BYM nominations committees.

The committee shall work within these terms of reference, as approved by minute BYMT/08/10/11 of Britain Yearly Meeting Trustees held 10 – 12 October 2008.