

Review Group for the Terms of Reference of the Central Nominations Committee



Appointed by Meeting for Sufferings

Final version 02 19/9/2014

TERMS OF REFERENCE

The Central Nominations Committee is a standing committee appointed by Yearly Meeting (6.22) to bring forward names for service as required both by Yearly Meeting in session and by Meeting for Sufferings *Quaker faith & practice* 6.21, fifth edition.

1. Summary of Purpose

1.1. The Review Group for the Terms of Reference of the Central Nominations Committee aims to work with and on behalf of Meeting for Sufferings to:

- Review the current Central Nominations Committee Terms of Reference;
- Review the functioning and composition of the Central Nominations Committee in the context of the purposes, roles and responsibilities set out for it in the current Terms of Reference and *Quaker faith & practice*;
- Recommend specific changes to the Terms of Reference which would improve the Central Nominations Committee's ability to fulfil its roles, and arrange for a draft to be laid before Meeting for Sufferings.

2. Authority, Delegation and Relationships

- 2.1. The Review Group for the Terms of Reference of the Central Nominations Committee is appointed by Meeting for Sufferings and derives its authority from Britain Yearly Meeting. It is accountable to Meeting for Sufferings who agree its terms of reference and provide 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.

3. Duties

- 3.1. The Review Group for the Terms of Reference of the Central Nominations Committee is to discern and recommend changes to the current Terms of

Reference of the Central Nominations Committee of Britain Yearly Meeting so that a revised draft may be prepared and laid before Meeting for Sufferings in 2015.

3.2. The Group is responsible for the following specific duties:

- 3.2.1. To consider the needs of Britain Yearly Meeting and Meeting for Sufferings as they relate to the work of the Central Nominations Committee, both for regular nominations and for ad-hoc or workgroup nominations (as set out in *Quaker faith & practice* 6.21 fifth edition, and elsewhere);
- 3.2.2. To consider the resources currently available to the Committee to find names for nomination and how the Committee might be able to involve a wider group of Friends in the support of Quaker work. Resources include the Friends House contact list, the QNoms pilot project to search the content of the "yellow forms", the Quaker Network, use of social media, the Quaker website and individual contacts;
- 3.2.3. To liaise with Central Nominations Committee, Yearly Meeting Nominating Group and the staff that support them, to understand the background behind the Committee's suggestions for revisions, to explore the changes needed to foster a positive culture of service among a wider group of Friends, and to discuss ideas to support the Committee in the effective and timely fulfilment of their duties;
- 3.2.4. To discern areas of change in the Terms of Reference which will improve the range of ways of working or enhance the Committee's constitution and function to meet the needs of Britain Yearly Meeting and Meeting for Sufferings as they relate to the work of the Committee;
- 3.2.5. To help Meeting for Sufferings and Britain Yearly Meeting to come to an informed judgement about changes to the Terms of Reference of the Central Nominations Committee;

4. Membership and attendance

- 4.1. The Review Group for the Terms of Reference of the Central Nominations Committee will have a minimum of three and a maximum of five members.
- 4.2. Members are appointed by Meeting for Sufferings.
- 4.3. The clerk is appointed by the Group from their number.
- 4.4. The Clerk of Meeting for Sufferings and the Recording Clerk (or his/her nominee) may attend meetings ex-officio.
- 4.5. Other Friends, specialists or members of staff may be asked to attend by invitation of the clerk for specific agenda items.
- 4.6. A member of staff, designated by the Recording Clerk, will normally attend Group meetings to act as secretary to the Group. Meeting without the secretary will only be with that person's or with the Recording Clerk's agreement.

5. Frequency of Meetings

- 5.1. The Review Group for the Terms of Reference of the Central Nominations Committee should meet as frequently as appropriate for discernment and accountability;
- 5.2. The Group should agree a mechanism for conducting business between meetings.

6. Agreement of the Terms of Reference

- 6.1. The Review Group for the Terms of Reference of the Central Nominations Committee shall work within these terms of reference under the authority of minute MfS/2014/09/12 of Meeting for Sufferings held 06 09 2014.
- 6.2. The terms of reference may be amended by minuted decisions of Meeting for Sufferings.