

## **Britain Yearly Meeting**

# **Meeting for Sufferings Handbook Group**

## **Terms of Reference (Unconfirmed)**

### **1 Purpose**

The purpose of the Group is to:

Keep the Meeting for Sufferings Handbook under review;  
and to revise and update it when a new edition is needed.

### **2 Responsibilities**

The responsibilities of the Group are to:

1. Amend or re-write the handbook as necessary, after consultation with the Meeting for Sufferings clerks, the Recording Clerk and the Meeting for Sufferings Support Group.
2. Provide the Meeting for Sufferings clerks a draft before publication.
3. Monitor comments on the handbook after its publication and solicit feedback from users when this seems desirable.
4. Note important papers and decisions of Meeting for Sufferings which should be included in the next edition.
5. Report to Meeting for Sufferings once a year, or more frequently if desirable.

### **3 Membership**

- 3.1 The Group consists of three Friends appointed by Meeting for Sufferings on the nomination of Central Nominations Committee to serve for three years, with one member retiring each year to give continuity. Not all members have to be currently serving on Meeting for Sufferings. Reappointment is possible for a second term and exceptionally for a third.
- 3.2 The Group will appoint its own convenor from its membership to serve for a specified period of time. The convenor will be a member of Meeting for Sufferings.

Approved by Meeting for Sufferings Committee held 7 August 2003: Minute MSC 03/82

Amended by minute xxxxx of xxxxx held xxxxx