

**YEARLY MEETING
OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN**

**QUAKER STEWARDSHIP COMMITTEE
TERMS OF REFERENCE**

1. SUMMARY OF PURPOSE

- 1.1 Quaker Stewardship Committee is a standing committee of Britain Yearly Meeting, reporting to Yearly Meeting in session. It supports all constituent meetings and other bodies which collectively form Britain Yearly Meeting. The committee may communicate by minute with all of these meetings and bodies.
(Quaker faith and practice 14.37)
- 1.2 The aims of the Quaker Stewardship Committee are to give help, guidance and active monitoring in order to meet the requirements of charity law in the stewardship of finance and property; encouraging openness, accountability, transparency and integrity in all our affairs. *(Quaker faith and practice 14.38)*

2. MEMBERSHIP

- 2.1 The Quaker Stewardship Committee shall comprise the following:
- a. nine Friends appointed by the Yearly Meeting, from names submitted by Central Nominations Committee, for a three-year period beginning and ending at a Yearly Meeting, three members retiring annually though eligible for reappointment for a second term and exceptionally for a third;
 - b. the clerk and assistant clerk appointed by the Yearly Meeting annually from names submitted by Central Nominations Committee; together with the Recording Clerk, ex-officio.
- 2.2 In case of a vacancy, Meeting for Sufferings is authorised to make an interim appointment up to the next Yearly Meeting *(Quaker faith & practice 14.40)*.
- 2.3 Though the Committee may not co-opt, it may invite other Friends and specialists to attend specific meetings for particular agenda items or to give advice.
- 2.4 The Recording Clerk will be responsible for the servicing of the Committee.

3. FREQUENCY OF MEETINGS

- 3.1 The Committee shall meet as frequently as appropriate, with meetings fitting within the calendar agreed with the Recording Clerk.

4. AREAS OF RESPONSIBILITY

- 4.1 The responsibilities of the Committee shall be to:

- 4.1.1 Support treasurers and trustees in the service of their meetings through the stewardship of their finance and property;
- 4.1.2 Provide advice and guidance to meetings and other bodies within Britain Yearly Meeting;
- 4.1.3 Ensure that education and training is available to treasurers, trustees, independent examiners of accounts and other Friends involved in finance and property matters;
- 4.1.4 Help to ensure that every part of Britain Yearly Meeting is producing proper financial accounts and property records;
- 4.1.5 Certify annually to the Yearly Meeting whether every part of Britain Yearly Meeting is producing proper financial accounts and maintaining property records;
- 4.1.6 Enable meetings to act within the laws relating to charities and trusts;
- 4.1.7 Disseminate good practice;
- 4.1.8 Liaise with the statutory and other external bodies (eg the Charity Commission) on issues that affect all meetings and their associated bodies and recommend to the Yearly Meeting any necessary changes in the umbrella arrangement or other matters affecting Friends' charitable status;
- 4.1.9 Put relevant Quaker views to agencies and government departments, e.g. the Charity Commission for England and Wales, the Office of the Scottish Charity Regulator, etc (*Quaker faith & practice* 14.39).
- 4.1.10 Be responsible for the provision of the arrangements for giving advice on property matters as set out in section 4.2.
- 4.1.11 Be responsible for the Annual Conference of Treasurers Arrangements Committee (ACTAC) as set out in section 4.3

4.2 In order to carry out its responsibilities in relation to the provision of advice on property the Committee shall:

- 4.2.1 Agree working arrangements and monitor their operation
- 4.2.2 Appoint two members of the committee to be involved in the arrangements
- 4.2.3 Receive a report on the provision at least once a year

4.3 In order to carry out its responsibilities in relation to ACTAC the Committee shall:

- 4.3.1 Agree Working Procedures for ACTAC and monitor their operation
- 4.3.2 Appoint two members of the committee to ACTAC. The appointment of the remaining members of ACTAC and the normal length of service shall be set out in the Working Procedures for ACTAC
- 4.3.3 Receive the minutes from ACTAC

5. AUTHORITY, DELEGATION & DECISION MAKING

5.1 The Quaker Stewardship Committee is appointed by and responsible to Britain Yearly Meeting in session as the final constitutional authority (*Quaker faith & practice* 6.12).

It works in partnership with the constituent meetings and bodies of the Yearly Meeting to fulfil its areas of responsibility.

- 5.2 Area meetings, Meeting for Sufferings and other meetings and bodies of the Yearly Meeting are invited to accept help, guidance and active monitoring by the Quaker Stewardship Committee in order to meet the requirements of charity and any other laws (*Quaker faith & practice* 14.37). The Committee shall advise Yearly Meeting as to which meetings and bodies form part of Britain Yearly Meeting for these purposes. The role of the Quaker Stewardship Committee does not detract from the status of the area meeting as the primary meeting for church affairs (*Quaker faith & practice* 4.01).
- 5.3 The Committee may communicate by minute with area meetings and general meetings and regional gatherings (as defined in *Quaker faith & practice* 5.01 and 5.02), Meeting for Sufferings and all other constituent meetings and other bodies which collectively form Britain Yearly Meeting (*Quaker faith & practice* 14.28).
- 5.4 To make the partnership with area meetings and other bodies work, the Quaker Stewardship Committee may actively monitor them to identify areas in which help and guidance might be needed. To do this it needs access to certain categories of information, and therefore expects area meetings and other bodies as required to supply it with relevant financial accounts, property records and other appropriate information (*Quaker faith & practice* 14.41). The Quaker Stewardship Committee shall make every effort to reach agreement with meetings and other bodies over the exercise of its responsibilities. In the event of inability to reach agreement the issue shall be determined by the clerk of Yearly Meeting.
- 5.5 The Committee may set up and lay down subcommittees and working groups, which shall report to the Committee regularly.
- 5.6 The Committee is responsible for ensuring that funds for its work are used in accordance with agreed plans and within the approved budget provided by Britain Yearly Meeting Trustees.
- 5.7 The Committee shall make an annual report on its stewardship to Britain Yearly Meeting.

Approved by minute 27 of Britain Yearly Meeting held 28 –31 May 2004.

Amended by minute 16 of Britain Yearly Meeting held 30 July – 6 August 2005

Amended by minute 22 of Britain Yearly Meeting held 24-27 May 2013