



Yearly Meeting of  
the Religious Society  
of Friends in Britain

# **YEARLY MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN YM PUBLICATIONS GROUP TERMS OF REFERENCE**

## **1. SUMMARY OF PURPOSE**

Accountable to Britain Yearly Meeting, the Publications Group's role is to oversee the publication and availability of the Book of Christian Discipline of Britain Yearly Meeting (*Quaker faith & practice*), extracts from it (including *Advices & queries*) and supplements. It sets policy from which staff and contractors manage the publication process.

## **2. MEMBERSHIP**

- 2.1 The Group is composed of two-three Friends, one acting as convenor, each appointed by Yearly Meeting in session for a three-year period on the recommendation of Yearly Meeting Nominations Committee; one third retiring annually though eligible for reappointment. As a specialist, technical working group, members may be eligible for re-appointment for several triennia in order to ensure continuance of the institutional memory for the task.
- 2.2 The Group will meet with the Recording Clerk or Assistant Recording Clerk or a member of staff determined by the Recording Clerk.
- 2.3 The Group may invite contractors, other staff and other Friends with specialist knowledge to attend. The group may not co-opt.

## **3. DUTIES AND RESPONSIBILITIES**

- 3.1 The Group is primarily responsible for ensuring that the Book of Christian Discipline of the Religious Society of Friends in Britain (*Quaker faith and practice*) is available in published form. To this end, the Group shall determine, within the constraints determined by and minuted through Britain Yearly Meeting in session, the:
  - a. format, style and cohesion of the Book;
  - b. nature of published editions and extracts (eg *Advices & queries*)
  - c. nature of any supplements and when they should be published;
  - d. electronic version available and policy for inclusion on websites;

- e. other formats to be available – including those for special needs such as an audio version;
- f. pricing policy.

Quaker Communications Department services the group and provides operational support and advice. The department manages the publication on behalf of the Yearly Meeting, conforming to operational policies and house style.

- 3.2 Yearly Meeting in session approves the text of any new or revised section of the Book. The Publications group has editorial control of the text as it is prepared for publication in a new edition of the Book. The approved text should conform with the style and format of the Book as a whole and the Publications Group may make editorial changes or corrections to fit into these. It may also correct factual inaccuracies in the text as a whole as it is prepared for publication. The Publications Group may not make alterations that affect the substance of the text.

#### **4. FREQUENCY OF MEETINGS**

- 4.1 The Committee shall meet as frequently as appropriate for discernment and accountability, with meetings fitting in the calendar agreed with the Recording Clerk.

#### **5. AUTHORITY**

- 5.1 The Committee shall work within these terms of reference under the authority of minute 04/54 of Yearly Meeting Agenda Committee 24<sup>th</sup> – 26<sup>th</sup> September 2004 (which noted the terms of reference, although Yearly Meeting in session has not formally received them).
- 5.2 The Group shall satisfy itself that appropriate budgetary and planning arrangements are in place for the carrying out of its functions in sections.