

# GLOUCESTERSHIRE AREA QUAKER MEETING

## TRUSTEES

### BACKGROUND INFORMATION

#### **General Summary**

Area Meeting appoints area Meeting Trustees on the recommendation of the AM nominations committee. They hold the legal and statutory responsibility of trusteeship for the Area Meeting, including all constituent Local Meetings.

All local Meetings are invited to be represented by a trustee. The Area Meeting Treasurer is a Trustee.

See also: Gloucestershire Area Quaker Meeting Trustees Terms of Reference. Adopted by AM minute 08/93.

Quaker Faith and Practice sections 15.04 and 15.05.

#### **Commitment**

Trustees are appointed for three years with possible renomination for a further three years and in special circumstances up to a maximum of nine years.

Although legally required to meet 'at least twice a year', the trustees meet every six weeks, usually in the evening for approximately two hours. The trustees agree specific times and dates.

Some training and updating is likely to be necessary, one or two days a year.

Liaison with your Local Meeting premises committee and treasurer is required.

#### **Responsibilities**

Trustees are responsible for the following:

- Finance
- Property
- Appointment of paid staff (such as wardens)
- Ensuring systems and compliance with the law for:
  - Health and Safety (including asbestos regulations).
  - Fire Risk assessment and policies
  - Data protection
  - Child protection

#### **Experience**

Trustees are required to be in membership of the Society of Friends.

It is assumed that trustees have experience of the Quaker business method.

Trustees are not expected to be experts, but it is helpful if the trustees as a group, have experience of:

- Financial matters, including as a Local Meeting treasurer
- Knowledge/interest in historic buildings and their maintenance
- Some understanding of the law affecting child protection; data protection; fire risk; health and safety

It is helpful to have access to and be able to use email.

- .9.2008 CG