

GLOUCESTERSHIRE AREA QUAKER MEETING

LINK TO TRUSTEES

BACKGROUND INFORMATION

General Summary

Area Meeting appoints Link persons to the Trustees on the recommendation of the AM nominations committee.

All local Meetings are invited to be represented by a trustee but where this proves impossible a Link person is to be appointed.

Commitment

The appointment is for three 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. Agendas are circulated in advance by email.

The Link to Trustees would be invited to attend and particularly when the Agenda is focussed on budgeting and accounts and when reporting on compliance with statutory obligations.

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

Liaison with the Local Meeting clerk and treasurer is required.

Responsibilities

The Link Person is responsible for linking the local Meeting with the Trustees on the following:

- Finance
- Reporting systems and compliance with the law for:
 - Health and Safety.
 - Fire Risk assessment and policies
 - Data protection
 - Child protection

The Memorandum of Understanding will provide guidance on these procedures and responsibilities.

Experience

- Some experience of the Quaker business method.
- Financial matters of the local meeting.
- 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.

Agreed by Trustees 20 July 2009.

CG 23 .7.2009