

Nailsworth Quaker Meeting Role Description

Member of Collections Committee

How many:	Between three and five
What they do:	<p>Seek suggestions through the Calendar, Notices and News of Friends e-mail for charities that Friends might wish to support during the following year.</p> <p>Ask the Children's Committee if the Children and Young People wish to suggest a collection.</p> <p>Go through the appeals that have been received by Nailsworth Meeting.</p> <p>Decide which charities are to be put to MfWfB for agreement.</p> <p>Prepare a calendar stating the collection for each month.</p> <p>Prepare an annual report.</p> <p>Identify the Friends who will speak to the charities.</p> <p>Identify the member of the Collections Committee who will support the speakers.</p> <p>Ensure that the speaker prepares a short appeal statement to go in the Nailsworth Meeting Calendar for the appropriate month.</p> <p>Keep a record of the charities with their websites and contact details.</p> <p>Consider and liaise regarding requests for urgent appeals that arise during the year.</p> <p>Be available to the Treasurers to encourage Friends to respond to their annual appeal for contributions to local, area and national Quaker work.</p> <p>Presentation of report and calendar to MfWfB in November or December.</p> <p>Encouragement to speakers as needed.</p>
When they do it:	Preparation for the collections calendar in October each year.
Why they do it:	To help the meeting engage in charitable giving to causes that are important and significant for Friends.
Resources:	IT skills are helpful; past records to assist with contents of the calendar and report.
Budget:	Expenses (for paper and printer ink) can be reclaimed from the Treasurer(s).
Liaison with:	Clerk, Treasurers and Friends who will speak to each charity.
Appointed by:	Nailsworth Quaker Meeting

Expanded description: