

## **Nailsworth Quaker Meeting Role Description**

### **Member of Finance and Premises Committee**

How many:	Up to eight people including the Trustee, the Treasurer/s, Warden's Link and the Warden.
What they do:	Manage the money and property that are under the care of Nailsworth Meeting to support a healthy and sustainable meeting.  Supervise the maintenance of the Meeting House or agree with the trustees for this task to be carried out by a professional person.  Assist the local trustee with the maintenance of the residential properties in Quaker Close.  Be aware of the Premises Compliance requirements circulated by the AM trustees and support the Finance and Premises Convener in the actions required.
When they do it:	Meetings about every two months for about two hours.  Sub-committee meetings on specific projects as required.
Why they do it:	To ensure that money given by Friends to the meeting is spent wisely and that the meeting house and grounds are maintained sustainably.
Resources:	Basic IT skills are essential.
Budget:	Expenses (for paper and printer ink) can be reclaimed from the Treasurer(s).
Liaison with:	Clerk, Area Meeting Trustees, Treasurers, Warden and Warden's Link.
Appointed by:	Nailsworth Quaker Meeting

Expanded description see:

- Quaker Faith and Practice Chapter 14

#### **General Context**

The Finance and Premises Committee works on behalf of the Friends and Attenders of Nailsworth Quaker Meeting. It is responsible for the proper management of the money and property that falls under the care of the Meeting. The committee comprises up to eight people, one of whom will be the Convener and who will normally prepare the minutes. Other members include the Trustees, the Treasurer/s and the Warden.

#### **Experience and Qualifications**

A member of committee does not have to have any formal qualifications, but a keen interest in the health of the meeting and its financial position are basic requirements. Some experience in people management or building maintenance is likely to be helpful but not essential. Basic computer skills are important as most communication is carried out by email. An ability to prepare word documents and understand simple spreadsheets will enable a more active role to be taken, and sometimes the ability to give practical help in terms of helping organise things will be useful.

#### **Main responsibilities**

The brief is wide ranging, from matters such as employment of the warden, looking after the gardens, graveyard and buildings and general financial matters, including legacies

and grants, and contributions to be made to Area Meeting and BYM. Whilst the buildings themselves are 'owned' by Area Meeting under the auspices of the relevant Trustees, Finance and Premises Committee helps identify the work that is needed and arranges for it to be carried out. The Committee meets about every two months, meetings lasting for about two hours. The committee reports to and takes its instructions from Meeting for Worship for Business.

Sometimes a sub-committee will be set up to deal with a specific project, such as the new children's meeting room in the garden.

### **Rewards and Satisfaction**

Perhaps the greatest reward is that it allows a greater understanding and involvement with the life of our Meeting. It also enables one to give support to those who work hard for us - the Trustees, the Treasurers and the Warden. And finally, you are helping to ensure that money raised is spent wisely and in accordance with what Meeting discerns.