

Nailsworth Quaker Meeting Role Description

Trustee

How many:	One
What they do:	Hold legal and statutory responsibility of trusteeship for the Area Meeting and all its constituent local meetings. Responsibility for Finance, property, appointment of paid staff and ensuring systems to ensure compliance with the law for Health and Safety, Safeguarding and Data Protection. Membership of Finance and Premises Committee of Local Meeting.
When they do it:	Trustees meet together for approximately two hours every six weeks on mutually agreed dates and times. Attend the Finance and Premises Committee Meetings for approximately two hours every eight weeks. Share in the tasks required to comply with their responsibilities, approximately an hour a week.
Why they do it:	To support good governance and the ongoing spiritual health of the meeting
Resources:	Training for Trustees is provided by Woodbrooke. Use of email is essential for this role.
Budget:	Expenses (for paper, printer ink and travel) can be reclaimed from the Treasurer(s).
Liaison with:	Area Meeting Trustees Committee; Nailsworth Meeting Finance and Property Committee, Treasurer(s); Post-holders whose roles involve them confirming compliance with data protection, safeguarding and health and safety
Appointed by:	Area Meeting

Expanded description see:

- Quaker Faith and Practice 15.03 and 15.11.
- Gloucestershire Area Quaker Meeting Trustees Background Information (September 2008). glosquakers.org
- Gloucestershire Area Meeting Trustees Terms of Reference adopted by Area Meeting with minute 08/93 and available on the Gloucestershire Quakers website. glosquakers.org