

**Te Hāhi Tūhauwiri  
The Religious Society of Friends (Quakers)  
Yearly Meeting of Aotearoa New Zealand**

**New Zealand Friends Mutual Assistance Fund - Job Description March 2020**

**Background**

The fund was established in 1960 by Arthur Sharp for emergency help for Friends (members or attenders or their families) in financial difficulties. Yearly Meeting (YM) changed the name and the focus in 1987/88, making it YM responsibility to provide assistance when no local resource was available or appropriate. Monthly Meetings (MM) have the first responsibility for assisting their members and attenders but, when necessary, applications are made to the Mutual Assistance Fund through MM Friends responsible for pastoral care. They should provide appropriate details, suggest the amount of assistance that might be needed and whether it should be as a grant or a loan.

**Role**

To consider in detail each application and to recommend to YM treasurer the payment of approved applications.

**Responsibilities**

- Deal in confidence with applications from MM Friends responsible for pastoral care.
- Keep track of accounts. The money is held and handled by YM Treasurer.
- Clerical work
- Provide a report to YM (without details of individuals or the nature of the grant) through Documents in Advance.
- Ensure that relevant website pages are kept up to date and edited when needed.
- All members are at present appointed from the same Monthly Meeting area to facilitate meeting and consulting together.
- Provide details of bank account and money approved for the Treasurer.
- One committee member is elected as convenor.

**Preferred knowledge, skills, abilities and experience**

- Administrative skills (convenor) including keeping minutes, keeping a record of money approved of, correspondence and filing.

**Expected Time Required**

Varies according to grants received (approximately 1 hour per month)

**Length of appointment**

No fixed term but three years generally applies.

