

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

**YM Nominations Committee Job Description**

**Role**

The committee considers the whole body of Friends to find suitable persons for nomination to a Yearly Meeting appointment. It seeks advice from Monthly Meetings and recommends names to Yearly Meeting through the Yearly Meeting Clerk's monthly letter.

**Responsibilities**

- Maintain a list of Yearly meeting Appointments (in liaison with the Yearly meeting Clerk) so that vacancies are identified and filled in a timely manner.
- Follow the steps set out in the agreed nominations process (Quaker Handbook 4.8.4).
- Inform Nominees accepted of their appointment, term of office and who their committee convenor or predecessor is with contact information to ensure a smooth handover is possible. Also inform the committee convenor or predecessor of the new appointee. Ensure they have a copy of their job description and *Information and Guidance for YM Appointees*.
- Ensure that Job Descriptions are kept up to date.
- Ensure that, in any difficult appointment decisions, Friends involved are supported and affirmed.
- Identify budget requirements for annual face to face meeting and any other expenses.
- To ensure that their website pages including Yearly Meeting Appointments and Job Descriptions are kept up to date and edited where needed.
- Report to Yearly Meeting through Documents in Advance and in session.
- If succession allows, accept role of convenor in fourth (and final) year.

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

- Ability to participate in e mail communication and conference calls is essential.
- Good organisational skills (particularly for the year of convening).
- A wide knowledge of Friends throughout the country.
- Sensitivity to smaller Meetings and isolated Friends as potential resources.
- Awareness of gender, age and geographical balance where appropriate. Membership of Nominations Committee ideally needs to reflect a geographical balance with members spread widely between Monthly Meetings.

**Expected Time Required**

- Members: approx. 6-8 hrs a month including: email correspondence; conference call (abt 2 hrs) preceding the YM Clerks Letter (10 times a year);contacting potential nominees by phone/email/in person; one face to face meeting usually at YM or alternative if needed.
- Convenor: approx. 10-12 hrs a month – a greater time commitment, particularly around deadlines for the YM Clerk’s monthly letters to MMs and reports for Documents in Advance.

### **Length of appointment**

Four years with the final year usually in the role of Convenor.

**Date**

April 2020