

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

Quaker Education Fund - Job Description April 2020

Role

The Quaker Education Fund distributes resources to Quaker and related groups and individuals in accordance with the criteria established by Yearly Meeting 2010, minute 20.

Responsibilities

- To review the applications for funding and to assess the extent to which individuals' or groups' project proposals are congruent with the established criteria.
- To carry out tasks as distributed by the group itself in its meetings which may include communicating with applicants, maintaining records, preparing cash flows, and communicating with the Religious Society of Friends Trust Board which holds and manages the funds that the Quaker Education Fund distributes.
- To communicate the purpose of the Fund, the criteria and the application process to Quakers through Yearly Meeting, Monthly Meetings and Quaker publications.
- To ensure appropriate information is up to date and edited on the website.
- To report annually to Yearly Meeting through Documents in Advance.

Preferred knowledge, skills, abilities and experience

- Knowledge of Quakers throughout Aotearoa/New Zealand
- An understanding of Quaker Discernment processes.
- Competence with emails and, if necessary, Skype and Zoom communication.
- Some experience in resource distribution, sticking to a budget and understanding implications of cash flows.

Expected Time Required

Members can expect to provide between 1 to 3 hours per month, however these times do not occur equally throughout the year; there are bursts of work when a meeting is held with advance preparation and follow up work.

Length of appointment

The committee consists of four members whose term is for a period of 4 years with the possibility of a further four years.

