

Quaker Peace and Service Aotearoa New Zealand (2014)

Job Description for Committee Members

Responsibilities

The committee decides upon grants made to organisations and individuals in accordance with Friends' testimonies, on behalf of all Friends in the Yearly Meeting. It also makes some submissions on peace concerns.

General Requirements

Access to and general competence with email

Access to phone/video conferencing (currently using Skype)

Duties

'Attend' Committee Meetings – approximately 10 times per annum

Prepare for these Meetings by attending to the agenda and supporting documents

Gather (if possible) with the committee for a one-day Planning Meeting – usually once a year

Members often liaise with one or two particular projects supported by QPSANZ, and report to the Committee as appropriate, including preparing material for Friends Newsletter, etc

Members usually report to their local Meeting or Worship Group, to help in keeping Friends informed of how and where QPSANZ is allocating Friends' money

Job Description for Clerk (or 2 Co-Clerks)

General

Receive correspondence -addressed and email

Acknowledge correspondence – addressed and email

Maintain a log of each, to be sent (or available) to all committee members for each meeting

Share correspondence as appropriate – e.g. committee members, MMs, YM Clerks

Communicate with Treasurer and QPS Trust

Maintain contact with other NGOs

Support paid assistant (if there is one!) and oversee their work

Committee Meetings

Set dates for meetings

Prepare and send out agenda

Write minutes of the meeting – or ensure another committee member does

Distribute minutes (committee members, YM Clerks, MMs as appropriate)

Make sure minutes are followed up

Donees

Get information about the actual or potential donees

Receive applications (LPG & Loxley) and ensure a committee member collates them

Help committee with discernment

Collect reports regularly, and or maintain contact with donees

Share appropriate information, with committee and beyond

Letters and Submissions

Keep an overview of matters requiring this action

Write draft of letters/submissions (or have someone else do it/them)

When agreed, send them

Information sharing amongst Friends

Prepare annual report for Documents in Advance

Respond for White Papers and Gold Papers

Communicate with MMs and MM contacts

Speak at YM if there is a QPSANZ session

Ensure that articles are written for ANZ Newsletter

N.B. There is wide support for the employment of a clerical assistant to the Clerk. The allocation of duties will depend on the Clerk(s) and assistant involved.

The Yearly Meeting Nominations Committee realizes that many committee tasks are learnt on the job. The roles will evolve as each person brings their own particular strengths and skills to the task. This job description is a guideline.