

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

Yearly Meeting Respect and Safety Committee - Job description - August 2020

Role

The role of the committee is to provide support and consultation to Monthly Meeting (MM) Respect and Safety Contact Friends

Responsibilities

- Meet regularly with other members of the committee.
- Ensure that the Respect and Safety manual is kept updated and all Meetings have at least 2 copies that are readily available.
- Keep an active list of all MM Contact Friends and, with their permission, distribute the list to all Contact Friends so that they are available to support one another.
- Be available, on request, to provide support and guidance to MM Contact Friends when challenges arise within their meetings.
- Be available, on request, to provide support and guidance to Friends responsible for respect and safety matters at national Quaker events.
- Be available to the Website Oversight committee for assistance if online safety is at risk on the Yearly Meeting website.
- Offer training, online or face to face, for MM Contact Friends to encourage confidence, and increase awareness of issues and ability to manage difficult situations.
- Organise a bi-annual forum for MM Contact Friends to discuss and share their experiences and concerns – this can be done electronically.
- Provide an annual report for YM through Documents in Advance.
- Ensure that the relevant website page is kept up to date and amended when necessary.

Preferred knowledge, skills, abilities and experience

- Knowledge and experience of the effects of sexual harassment and sexual abuse, gender issues, relationship dynamics and conflict resolution.
- Knowledge of Quaker processes.

Expected time required

Approximately 2 hours a month and extra time as requested.

Length of appointment

3 years with the possibility of serving a further term.