

Role Specification Document: Nominations Committee of Q&B

Post Title:	Co-Clerk of the Quakers and Business Group (Q&B)
Outline role description (1 sentence) :	<p>In accordance with the Group's Constitution, to Clerk, coordinate and observe the operation of the Group – which is a charity in its own right - and its Management Committee of trustees ; advising and encouraging members where needed.</p> <p>(This role is shared with the other Co-Clerks in the Clerking Team, of which there may be one or two others; with tasks being allocated to individual Clerks. There would be no Assistant Clerks with a Clerking Team made up of Co-Clerks.)</p>
Main responsibilities - :	<p>Within the Management Committee ensuring that these functions are carried out:</p> <ol style="list-style-type: none"> 1) Work with and support the other Co-Clerks through regular email contact. 2) Clerk & Minute the Management Committee Meeting for Worship for Business (MC MfWfB) 3) As one of the Officers, be in regular email contact to give approval to 'between-meeting' Working Group decisions and mail-outs, future bookings and expenditure, 4) Each year, prepare and Clerk the Charity's Annual General Meeting, Management Committee Meetings (currently three), and Officer's Telephone Calls (currently five or six) 5) Track Management Committee actions 6) Liaise closely with Q&B Working Groups and Committee Convenors 7) Liaise with Central Committees and Friends House staff, where required 8) Liaise with other BYM Special Interest Groups and organisations: Woodbrooke Quaker Study Centre, etc. where required 9) Ensure that the communications within the Group are working effectively 10) Be aware of problems that might affect Q&B and manage them 11) Be aware of potential growth points in Q&B and encourage them <p>Some functions in slightly more detail. Each task can be allocated to a different Co-Clerk:</p> <ol style="list-style-type: none"> 12) Invite Q&B members and visitors to attend meetings or take part in calls 13) Book venues for meeting and events 14) Gather Agenda items including papers, and write Agendas in consultation with the other Co-Clerks 15) Write and distribute meeting Minutes, and call Notes if needed 16) Post meeting documents onto the Q&B website for archiving 17) Issue a diary of meetings, calls and events 18) Ensure that correspondence is answered, such as: <ol style="list-style-type: none"> a) Letters b) Calls to 0300 321 4649 c) Emails d) and speaking to the press (ensure MC member(s) are trained in this) 19) Charity Commission - maintain Q&B record (including current Trustees), submit end of year accounts and act as correspondent.

Qualities, skills and experience (desirable):	<p>Experience Clerking using Quaker Business Method (training courses available) Leadership in a business role</p> <p>Skills Ability to delegate Ability to listen Ability to communicate Strength in committee leadership Computer and Social Media skills</p> <p>Qualities Forward thinking and holding a vision Patient to a point</p>
Member/Attender requirement:	Either
Knowledge of Quaker Business Method:	Essential
Time requirement:	Depends on how individual tasks are allocated – Estimate 2-3 hours a week