



Trustees



Information on how to access the resources and support available to Friends responsible for the governance of Quaker area meetings.



Contribute to Quaker work

Contribute time – There are many opportunities to get involved with the work we do on behalf Quakers in Britain, including serving on committees, volunteering at events and joining the Quaker Life Network. Visit www.quaker.org.uk/quaker-service to find out more or email nominations@quaker.org.uk or phone 020 7663 1121.

Contribute money – You can contribute to Britain Yearly Meeting funds direct or via your local or area meeting. To find out more about making a financial contribution visit www.quaker.org.uk/contributions or email contributions@quaker.org.uk or phone 020 7663 1015.

Leave a legacy – Legacy giving helps sustain Quaker work for future generations. After taking care of family and friends, please consider leaving a gift for Quaker work in your in your will. Visit www.quaker.org.uk/legacy or email legacy@quaker.org.uk or phone 020 7663 1019 for more information.

Find out more and connect with us

Find out more – You can find out more about all of Britain Yearly Meeting's work by reading the Trustees' annual report. Copies are sent to every meeting in April or visit www.quaker.org.uk/annualreport. *Quaker News* is a free magazine about the work of Britain Yearly Meeting. It is distributed via local meetings. You can also subscribe by email, access electronic back issues and read it online at www.quaker.org.uk/qn.

Connect with us – Contact details for specific areas of work are provided throughout the Directory of Services. The general contact details for Friends House are:

Friends House, 173 Euston Road,
London NW1 2BJ
www.quaker.org.uk
Email: enquiries@quaker.org.uk
Switchboard: 020 7663 1000.

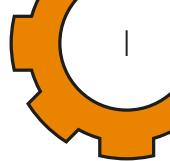
Quaker Centre Bookshop

You can order books, book boxes, resources and posters from the Quaker Centre Bookshop at Friends House, London.

Quaker Centre Bookshop, Friends House, 173 Euston Road, London NW1 2BJ

www.quaker.org.uk/shop
quakercentre@quaker.org.uk
020 7663 1030/1031.

Trustees



Introduction

“The obligation to ensure the right use of our corporate resources requires trustees to take and weigh and act upon expert advice on, for example, law and good practice in employment, building maintenance and investment.”

“Trustees must be well-grounded in the life and concerns of the meeting for which they act... Just as they care for the life of the meeting, the meeting should support and uphold them and their work.”

Quaker faith & practice 15.04 & 15.07

Trustees are responsible for the governance of Quaker area meetings. Britain Yearly Meeting (BYM) supports area meeting trustees through training and the provision of information and networking opportunities. Additionally, Link Friends from Quaker Stewardship Committee (QSC) can help with questions on particular issues.

Resources

The following printed or electronic materials support trustees.

Advices and queries on Quaker stewardship

This webpage aids reflection on how Friends in local meetings – including trustees – work together to share responsibility and leadership. Go to www.quaker.org.uk/dos-trustees.



Data safety

Resources covering data safety are available at www.quaker.org.uk/data-safety, including guidance on data safety for meetings, sample data consent forms, and information for area meetings on complying with the Data Protection Act 1998.

Ethical finance

Your Faith, Your Finance is a website that helps Friends learn more

about, and explore, ethical finance issues. It has been produced by Quaker Peace & Social Witness (QPSW) and the Ecumenical Council for Corporate Responsibility (ECCR). It contains information on banking, investing and spending, as well as suggested actions for individuals and group discussion prompts.

Visit www.quaker.org.uk/your-faith-your-finance.



Memorandum of understanding between area meetings and local meetings

This was developed by QSC to help clarify who does what between the area meeting and its constituent local meetings. Visit www.quaker.org.uk/dos-trustees.

Risk register and health and safety document templates

We offer template risk registers and health and safety policy documents for meetings of various sizes.

Visit www.quaker.org.uk/dos-trustees.

Safeguarding guidance

All area meetings should have in place a policy on the safety of children, young people and vulnerable adults, whether or not they currently have children, young people or vulnerable adults in their constituent local meetings. Trustees should also have identified how they will provide expert safeguarding advice. We recommend that area meetings belong to the Churches' Child Protection Advisory Service (CCPAS), which can provide that advice.

Guidance on safeguarding is available at www.quaker.org.uk/meetingsafety and includes:

- an overview of safeguarding within Quaker meetings;

- information on safeguarding coordinators;
- information on criminal records checks.

Guidance is also available from CCPAS and the Charity Commission (see the 'Other organisations' section below for contact details).

Trustees' and treasurers' news

This is a triannual newsletter for Quaker meeting trustees and treasurers. It includes items to be shared with colleagues across the Society. Accordingly, readers may contribute to the newsletter – if you have any items you would like to offer, please email the editors at ttnews@quaker.org.uk.

To subscribe to the newsletter or to update trustee contact details, please contact the staff member for Quaker Stewardship Committee at qsc@quaker.org.uk or on 020 7663 1161. Alternatively, email updates@quaker.org.uk.

Trustees' handbook

This handbook, produced by Quaker Stewardship Committee (QSC), focuses on trusteeship in a Quaker context. It offers guidance to Quaker meetings on carrying out this role. It is designed primarily for area meetings, but we hope that Friends generally will find it useful. The handbook covers the following areas in some detail:

- Charity law and trusteeship
- What does trusteeship involve?
- The governing document
- Terms of reference for trustees
- Financial aspects
- Trustees' annual report
- Useful sources of information.

The handbook is available at www.quaker.org.uk/dos-trustees. Printed copies are available from the staff member for Quaker Stewardship Committee at qsc@quaker.org.uk or on 020 7663 1161.

Property advice sheets

This set of advice sheets on property issues for Quaker meetings is available online at www.quaker.org.uk/dos-trustees. The sheets cover a wide range of topics including building maintenance, facilities for those with disabilities, gardens and burial grounds, health and safety, security, insurance, risk assessments, as well as issues relating to historic meeting houses, conservation areas and listed buildings.

For more information about support and resources relating to property matters, please see the property booklet (booklet 12) of this directory.



Resources for area meetings

These are all available at www.quaker.org.uk/dos-trustees:

- **Charitable registration** – guidance and documents for area meetings needing to register with the Charity Commission (England and Wales) or the Office of the Scottish Charity Regulator.
- **Checklist for report and accounts** – a broad outline of what should be included in an area meeting's report and accounts/ financial statements.
- **Reporting public benefit** – a guide for trustees of area meetings.
- **Revitalising area meetings** – a paper produced by QSC that describes a model for invigorating area meetings.
- **A vulnerable victim?** – an account of the theft of an area meeting's money by its treasurer, including lessons learned.

Support

Quaker Stewardship Committee (QSC)

QSC was set up by Britain Yearly Meeting to “give help, guidance and active monitoring in order to meet the requirements of charity law in the stewardship of finance and property, encouraging openness, accountability, transparency and integrity in all our affairs” (*Quaker faith & practice* 14.38).

A leaflet on QSC is available at www.quaker.org.uk/dos. You can contact any member of QSC or request paper copies of QSC publications through the staff member for QSC at qsc@quaker.org.uk or on 020 7663 1161.

QSC Link Friends

Each member of QSC is personally linked (as ‘Link Friends’) with area and other meetings in a particular region. The purpose of these links is to provide all meetings with an individual on QSC who will build up knowledge of that meeting to help interpret advice and be a listening ear.

Link Friends are not necessarily experts, and are not able to provide any sort of audit or examination of accounts. However, drawing on their contacts within QSC, they can help to pass on useful ideas or point Friends towards help from staff at Friends House.

Help can be offered in a number of ways; for example:

- advice via email or phone;
- an informal visit to talk to a group that is managing change;
- a more formal visit to talk with the area meeting.

Link Friends will receive copies of the relevant annual accounts and reports, which are submitted to Friends House each year. Link Friends also bring significant concerns about issues within meetings they are in contact with to the attention of QSC as a whole. This will enable others to help, rather than leaving issues unanswered.

You can contact any member of QSC or request paper copies of QSC publications through the staff member for QSC at qsc@quaker.org.uk or on 020 7663 1161.

Data safety

Friends House Data Safety Group offers general advice on data safety and information security. Email datasafety@quaker.org.uk or contact the Personal Assistant to the Recording Clerk on 020 7663 1161.

Property matters

For support and resources relating to property matters, please see the 'Property' booklet of this directory.

Safeguarding

For very general safeguarding advice, as well as Quaker advice on how specific safeguarding matters may affect the pastoral needs of individuals and the meeting community, contact the Safeguarding Officer at safe@quaker.org.uk or on 020 7663 1023.

Safeguarding regulations and legislation change frequently, and we recommend that area meetings become members of the Churches' Child Protection Advisory Service, which offers definitive advice to Friends and meetings (see the 'Other organisations' section below for contact details).

Wardenship and employment matters

For support and resources relating to wardenship or employment, please see the 'Wardens' booklet of this directory (booklet 8).

Training and events

Annual Conference of Treasurers (ACT)

Though primarily organised for treasurers, the Annual Conference of Treasurers welcomes trustees, clerks, fundraisers and collectors. During this conference, we seek to directly address the key concerns and needs of experienced treasurers and collectors as well as those new to the role, and provide opportunities to share challenges, solutions and ideas with others across Britain Yearly Meeting.

Questions can be directed towards the Events & Committee Support Manager at ecs@quaker.org.uk or on 020 7663 1062.

Quaker Stewardship Committee Trustees' Conference

This conference for trustees of Quaker meetings takes place every 18 months. For more information, contact the staff member for QSC at qsc@quaker.org.uk or on 020 7663 1161.

Trustees' training (Woodbrooke Quaker Study Centre)

Woodbrooke offers a diverse range of courses appropriate for trustees, including 'Being a Quaker trustee' (for new and prospective trustees) 'Financial stewardship' and 'Area meeting properties', as well as 'Woodbrooke-on-the-road' events providing training for groups of trustees, and events to help the whole meeting understand trusteeship. For more information, and bookings, visit www.woodbrooke.org.uk, email enquiries@woodbrooke.org.uk or phone 0121 472 5171.

Other related publications

Minding the future – Christine A.M. Davis (2008 Swarthmore Lecture)

This book explores Quaker stewardship of material possessions (such as money and property) and of our insights and understandings, which we both inherit and pass on.

The Q-bit: An inquiry into our Quaker identity (The trustees of Quaker Social Action)

This was published by Quaker Social Action and is available online at www.quakersocialaction.org.uk/FAQs/q-bit.

Key contacts

- **Staff member for the Quaker Stewardship Committee** (to make contact with the QSC and for copies of the Trustees' handbook):
qsc@quaker.org.uk; 020 7663 1161.

- **Events & Committee Support Manager** (for information on conferences and events): ecs@quaker.org.uk; 020 7663 1062.
- **Safeguarding Officer**: safe@quaker.org.uk; 020 7663 1023.
- **Woodbrooke Quaker Study Centre** (for information on upcoming training courses for new, prospective and current trustees): enquiries@woodbrooke.org.uk; 0121 472 5171.

Other organisations

- **Association of Church Accountants & Treasurers (ACAT)**
Visit www.acat.uk.com for more information. ACAT also runs an unstaffed telephone service on which you can leave a voicemail message. They aim to respond within three business days. Call 0845 564 2280.
- **Charity Commission (for England and Wales)**
Visit www.charity-commission.gov.uk; helpline (available 9am to midday, Monday to Friday): 0300 066 9197.
- **Churches' Child Protection Advisory Service (CCPAS)**
Visit www.ccpas.co.uk. 24-hour helpline: 0845 120 4550; email: info@ccpas.co.uk.
- **Office of the Scottish Charity Regulator**
Visit www.oscr.gov.uk; 01382 220 446; email: info@oscr.org.uk.

Supporting information

Safeguarding – Safeguarding is protecting children, young people and vulnerable adults from harm. For more information visit www.quaker.org.uk/safeguarding. Here you will find a link to Meeting safety, which outlines the responsibilities for Quaker meetings in Britain. We recommend that area meetings join the Churches' Child Protection Advisory Service. Visit www.ccpas.co.uk or email info@ccpas.co.uk.

For general safeguarding advice, as well as Quaker advice on how specific safeguarding matters may affect the pastoral needs of individuals and the meeting community, contact our Safeguarding Coordinator at safe@quaker.org.uk or on 020 7663 1023.

General issues relating to a Quaker meeting

– If you have concerns about issues in your Quaker meeting that you would like to talk over, contact our Support for Meetings Officer at supportmeetings@quaker.org.uk or on 020 7663 1023. Alternatively, contact the Recording Clerk's Office at recordingclerk@quaker.org.uk or on 020 7663 1161.

Information updates – Please keep us informed of changes to the key role-holders in your local and area meetings: clerk, treasurer, safeguarding coordinator, registering officer, clerk of (area meeting) trustees. To let us know of any such changes please contact our Database Administrator at updates@quaker.org.uk or on 020 7663 1119.

Data safety – Quaker meetings in Britain need to store information on their members and attenders in accordance with the Data Protection Act 1998, which protects individuals from the unauthorised use of their personal information. Friends House Data Safety Group can offer meetings general advice on data safety. For more information visit www.quaker.org.uk/data-safety. Here you will find a link to Data Safety and Information Security, which offers guidance to meetings. You can also contact our Data Safety Officer at datasafety@quaker.org.uk or on 020 7663 1161.

Complaints and feedback

– Britain Yearly Meeting's complaints and feedback procedure enables anyone to let us know about problems or to give feedback on service received from staff at Friends House. To find out more visit www.quaker.org.uk/contact-us. Complaints can be made in writing to the Recording Clerk's Office at Friends House. Alternatively, email feedback@quaker.org.uk or phone 020 7663 1161.

Quaker faith & practice – *Quaker faith & practice* is the book of Christian discipline of Quakers in Britain. It expresses the breadth of Quaker theology through the experience of Friends and describes our corporate structures. Copies can be purchased from the Quaker Centre Bookshop. It is also available at <http://qfp.quaker.org.uk>.

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Information on how to access the resources and support available from Britain Yearly Meeting




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Trustees



Information on how to access the resources and support available to Friends responsible for the governance of Quaker area meetings.



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Information on how to access the resources and support available to registering officers and those responsible for the right holding of Quaker marriages.




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Information on how to access the resources and support available to wardens and meetings that employ people to care for meeting house premises.




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Information on how to access the resources and support available to Friends responsible for their meeting libraries and records.



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Information on how to access the resources and support available to those working with or responsible for children and young people.




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Information on how to access the resources and support available to Friends running outreach events and sharing the Quaker experience.



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Information on how to access the resources and support available to those entrusted with the care of Quaker property.




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Information on how to access the resources and support available to Friends engaging with politics and the media to call for positive change.




Directory of Services

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The library



Information on how to access the resources, support and advice available from the Library at Friends House.



www.quaker.org.uk

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or see our Facebook page at
www.facebook.com/QuakersinBritain

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