



Yearly Meeting of  
the Religious Society  
of Friends in Britain

## **BRITAIN YEARLY MEETING**

# **BYM TRUSTEES TERMS OF REFERENCE**

### **1. SUMMARY OF PURPOSE**

Accountable to Yearly Meeting, the Trustees hold the legal and statutory responsibilities of trusteeship for the centrally held and managed policy, property, employment and work of Britain Yearly Meeting.

### **2. MEMBERSHIP**

2.1 Thirteen trustees will be appointed by Yearly Meeting on the nomination of the Central Nominations Committee, to serve for a three year period, four or five retiring annually on a rolling basis. The period of service will begin on 1 January of the year following appointment at Yearly Meeting and end on 31 December of the appropriate year. Reappointment is possible for a second term and exceptionally for a third.

2.2 Additionally to the trustees in 2.1, a clerk and an assistant clerk will be appointed by Yearly Meeting each year on the nomination of the Committee on Clerks. The period of service will be from 1 January to the 31 December of the year following appointment at Yearly Meeting. Reappointment is possible but the total period of consecutive service should not exceed three terms.

2.3 On a vacancy arising by death or request for release, interim appointments under 2.1 or 2.2 may be made by Meeting for Sufferings and recorded at the following Yearly Meeting.

2.4 The assistant clerk of Meeting for Sufferings and the clerk of Quaker Finance & Property Central Committee will be appointed as trustees in addition to those appointed under 2.1.

2.5 The Trustee body must be well informed about the current work of the central and other standing committees. Care must be taken in making the appointment of trustees to ensure that the body of Trustees always includes members with good current knowledge of each of the central committees.

2.6 Care should also be taken in making the appointment of trustees to ensure that there is a significant proportion who have recently served as monthly meeting representatives on Meeting for Sufferings.

- 2.7 Every trustee will need to comply with the legal requirements for eligibility as trustees and be prepared to accept personal responsibility as a trustee for the centrally managed work of Britain Yearly Meeting.
- 2.8 Trustees will not receive any remuneration for their work as trustees.
- 2.9 All the appointed trustees will serve ex officio on Meeting for Sufferings.
- 2.10 The Recording Clerk as secretary to the Trustees and the Assistant Recording Clerk will normally meet with the Trustees. Other members of staff may be asked to attend by invitation of the clerk. No member of staff will be designated as carrying trustee responsibility.

### **3. FREQUENCY OF MEETINGS**

The Trustees shall meet at least twice each year and additionally as required.

### **4. RESPONSIBILITIES**

The Trustees are guardians of the centrally managed assets of the Yearly Meeting with responsibility for ensuring that the assets of Britain Yearly Meeting are properly used for the charitable purposes for which they were given in accordance with the governing document approved by the Charity Commission for Britain Yearly Meeting. They have overall responsibility for the financial probity of the conduct of the centrally managed business of the Yearly Meeting and for ensuring that the Society has appropriate systems of control, financial and otherwise, which will ensure high standards of governance and compliance with the legal and regulatory requirements.

### **5. DUTIES**

The Trustees' duties are:-

- 5.1 To ensure that the priorities for the centrally managed work discerned by Meeting for Sufferings from time to time are carried out in an efficient and prudent manner consistent with the religious and charitable objects of Britain Yearly Meeting and in accordance with Meeting for Sufferings' long term plan;
- 5.2 To implement the priorities of Meeting for Sufferings by approving each year an operational plan, resource statement, budget for the centrally managed work and the means for measuring progress. The detailed work of preparation will normally be delegated to Management Meeting and the central committees and the draft proposals will be discussed with Meeting for Sufferings before they are approved by the Trustees;
- 5.3 To endeavour to ensure continued financial support for the centrally managed work of Britain Yearly Meeting;
- 5.4 To monitor financial and operational performance to ensure delivery of the operational plan;

- 5.5 To make those variations in the operational plan and budget during the year that seem necessary to meet overall policy;
- 5.6 To provide interim progress reports on the centrally managed work as requested by Meeting for Sufferings;
- 5.7 To ensure that systems are in place to maintain the proper stewardship of assets, the financial probity and solvency of the operations of the centrally managed work and the observance of the appropriate legal and regulatory requirements;
- 5.8 To keep under review the systems of governance, of internal control (financial and otherwise) and of management of risk to ensure that appropriate standards are maintained;
- 5.9 To appoint the auditors and to consider and approve each year the *Annual report and accounts* to be presented to Meeting for Sufferings before forwarding to Yearly Meeting and to the Charity Commission;
- 5.10 To act on behalf of Britain Yearly Meeting as the employer of all the staff engaged on the centrally managed work;
- 5.11 To be responsible for the recruitment and appointment of senior staff at Management Meeting level including the Recording Clerk;
- 5.12 To be responsible for the constitution oversight and supervision of Management Meeting, receiving regular reports on its work and the progress of the operational plan, giving guidance where necessary;
- 5.13 To be responsible through their clerk for the Recording Clerkship;
- 5.14 To keep themselves informed of the work of the central committees who are accountable to the Trustees and in particular to be aware of any difficulties that are foreseen in fulfilling the operational plan;
- 5.15 To keep under review the terms of reference of all the central and other standing committees and, if thought necessary, to amend them within the limits set out in *Quaker faith & practice* 8.03, reporting changes to Meeting for Sufferings or to Yearly Meeting as appropriate for consideration and approval.
- 5.16 To maintain a systematic review of the progress of implementation of decisions made by the Trustees.
- 5.17 To consider any proposal for consultation with the members of Britain Yearly Meeting or with its constituent meetings which arises from the centrally managed work and to advise Meeting for Sufferings whether and how this should be undertaken. If the matter is urgent the Trustees may authorise action after consultation with the Clerk of Meeting for Sufferings and report accordingly to Meeting for Sufferings.

5.18 To identify any matters arising in the area of work under their care which might be thought to involve decisions on priorities or matters on which they are required to consult with Meeting for Sufferings (*Quaker faith & practice* 7.03). These should be referred to Meeting for Sufferings for advice having made proper provision for presentation of the matter.

5.19 To undertake any task laid upon them by Yearly Meeting or to report their reasons for failing to act.

Approved as working text by minute Britain Yearly Meeting held 26-29 May 2008.  
Amended text approved by minute 8e of Britain Yearly Meeting held 4-7 May 2008.  
Amended by minute 30 of Britain Yearly Meeting held 23-26 May 2008.  
Amended by minute 10 of Britain Yearly Meeting held 25 July-1 August 2009