

Convenor of Officers

3 Years

Purpose

To ensure the smooth functioning of the Officers as a committee.

Duties

To act as a last port of call on all questions regarding the legalities of running YFGMs.

To convene Officers meetings and OOQ meetings.

To have an overview of the running of YFGM as a whole organization.

To ensure that YFGM complies with laws and charity commission regulations.

NOT to do all the work not done by anyone else.

To ensure the smooth functioning of YFGMs, Planning Weekends, the Coordinator and YFGM as a whole.

Skills required

An understanding of legal issues including charity commission regulations.

The ability to work well with a group you are facilitating.

Time commitment

It has quite a heavy time commitment, but is rewarding.

Being an Officer of Young Friends General Meeting

Purpose

Part of a team of about ten officers who are legally and financially responsible for YFGM (Trustees).

Duties

To maintain interest in and awareness of the work of all officers and to form a supportive network. Equally to support the administrator.

To try and be aware of the variety of opinions and concerns within General Meeting, and to try to foster the expression of these within General Meeting. To share insights with others.

To report to YFGM via Young Quaker or a report at General Meeting on important parts of the work.

Door keeping of the Meeting House at YFGMs.

Skills required

An understanding of the legal issues associated with running YFGM as a whole or a willingness to learn.

Time commitment

To attend all Planning Weekends and YFGMs and any additional meetings that the Officers deem that they need.

Probably less than an hour a week staying in contact with the other Officers and the committees that they oversee.