

# **Engaging Young Adult Friends Steering Group**

## **Terms of Reference**

Appointed by Quaker Life Central Committee

### **Note on terminology and context:**

The Engaging Young Adult Friends development project is governed by Quaker Life Central Committee (QLCC).

In this document, the Engaging Young Adult Friends development project (the project) refers to the 3 year project, funded with legacy income and approved by Finance and Property Committee.

The aim of the project is to scope and implement solutions to the issues which impede the involvement of young adults in the life of Britain Yearly Meetings as identified in QLCC paper 2016-06-18

## **1. Summary of Purpose**

- 1.1. The Engaging Young Adult Friends Steering Group (the Group) provides oversight and encouragement to further the progress of the Engaging Young Adult Friends development project.
- 1.2. Specifically, the group will assist the staff in managing the programme by meeting periodically with the [...job title...] and reviewing progress.

## **2. Authority, Delegation and Relationships**

- 2.1. The group is accountable to and draws its authority from QLCC.
- 2.2. The group will report as required, but at least annually, to QLCC.
- 2.3. The group will work according to the Quaker business method, as described in chapter 3 and elsewhere in Quaker faith and practice.
- 2.4. The Group's meetings and work are conducted in faithful waiting on the spirit, in the expectation of being guided forward. We cannot constrain the spirit. If the Group's leadings would take it out of the area outlined in these terms of reference it should record those leadings in a minute to QLCC who may discern the way forward or seek the guidance of Britain Yearly Meeting as appropriate.

- 2.5. The group will keep notes of all its meetings, minute decisions made in formal meetings and keep these notes and minutes together as a record of its work. Any minutes will be forwarded to QLCC.
- 2.6. In carrying out its task, the group may communicate informally with Friends, Quaker meetings and other Quaker bodies and committees. Formal communication with other committees and bodies shall be through both trustee bodies.

### **3. Duties of the Steering Group as a whole**

- 3.1. To support and monitor the programme by providing oversight and encouragement.
- 3.2. To be enthusiastic about the work, and help communicate it throughout Quakers in Britain.
- 3.3. To critically assess the programme's progress and report to the committees/ organisations represented.
- 3.4. To ensure the work programme is aligned with the project proposal approved by Finance and Property Committee (minute number).
- 3.5. To assist with resolving any issues, risks or concerns which may arise.
- 3.6. To approve or reject changes to the programme which have a high impact on timelines and budget.
- 3.7. To agree criteria for evaluating the success of the programme and to communicate to this to QLCC.
- 3.8. To maintain an overview of relationships with key local and national stakeholders.
- 3.9. To review and approve programme reports and any other deliverables before they are communicated to QLCC.

### **4. Duties of the individual Steering Group members**

- 4.1. Understand the goals, objectives, and desired outcomes of the programme.
- 4.2. Understand and represent the interests of stakeholders in the programme.

- 4.3. Take an active interest in the programme outcomes and overall success.
- 4.4. Act on opportunities to communicate about the programme.

## **5. Membership and attendance**

- 5.1. The Engaging Young Adult Friends Steering Group will have between five and seven members.
- 5.2. Members are appointed for the duration of the project (which is expected to be three years). If members have to be released before the end of the project, other members may be appointed to the end of the project.
- 5.3. Members will be appointed by QLCC. One member should be nominated by Young Friends General Meeting; the others on the nomination of QLCC standing nominations committee. Their appointment will be recorded in the minutes of QLCC or they will be appointed by a between meetings process with the appointment being recorded at the next subsequent meeting.
- 5.4. Initial names for discernment by the Quaker Life nominations group will be found through a request for names through the Quaker Life Network and other Quaker networks. It may be appropriate to advertise openly.
- 5.5. QLCC may minute the release of a member of the group.
- 5.6. Membership will include:
  - a representative of Young Friends General Meeting (nominated by YFGM)
  - Friends with relevant experience
  - Friends from within the 18-35 age range (the majority of the group should be in this range)
  - Possibly a Friend with experience of working with Woodbrooke and the young adults provisions there.
- 5.7. Appointments will be informed by the practical knowledge and experience of the group as a whole. Preferred knowledge and experience of members includes:
  - the workings of young adult groups (Quaker or otherwise);
  - the difficulties young adults face in engagement and involvement with Quaker structures;
  - experience of community-based projects and networks;
  - understanding the Quaker context of the programme.

- 5.8. When nominating names for the group, the nominating committee should consider the difficulties many young adults find in attending meeting regularly. Therefore members group are not required to be a member of the Religious Society of Friends or a regular attender. Members of the group will be able to demonstrate an involvement in or commitment to the Society.
- 5.9. The clerk of the group will be appointed by Quaker Life Central Committee.
- 5.10. The [...job title...] will attend meetings and act as secretary to the Group. Meetings without a member of staff should occur only with the agreement of the recording clerk.
- 5.11. The Head of Worship and Witness and the Clerk of QLCC or their nominees may attend any meeting ex officio. They will receive all documents circulated by the group.
- 5.12. The group may invite the attendance of other Friends or specialists on an ad hoc basis to help on particular issues on its behalf, but may not co-opt on a permanent basis.
- 5.13. Other members of staff may be asked to attend for specific agenda items by invitation of the Group.

## **6. Budget**

- 6.1. No expenditure may be incurred without the agreement of the [...job title...] who is the budget holder for this work.

## **7. Frequency of Meetings**

- 7.1. The group will meet as frequently as appropriate to carry out its tasks.
- 7.2. The group will seek an appropriate balance between meeting together and communicating individually or collectively in other ways.

## **8. Agreement of the Terms of Reference**

- 8.1. The Group will work within these terms of reference under the authority of minute XXX of QLCC held XX September 2016
- 8.2. The terms of reference may be amended by minuted decisions of QLCC.

8.3. The Group will be in place during the period of the project. At the end of the project, Quaker Life Central Committee will review the project and the Group, considering whether the same, or a similar, group will be needed in future.