

## **YFGM's Representative to Leaveners Management Committee**

Up to 3 years

### **Purpose**

Being part of the committee overseeing the Leaveners, the Quaker youth theatre and performing arts group. This role may involve being a legal trustee of the Leaveners.

### **Duties**

- Overseeing the legal and financial affairs of the Committee, including compliance with charity law and approval of the accounts.
- Planning, leading and/or participating in arts-related workshops and projects.
- Supporting the paid coordinator, sub-committees and new Committee members.
- Reviewing the policies and progress of the Committee.
- Contributing to the formation and implementation of a 3-5-year strategic plan.
- Promoting the work and reputation of the Leaveners.
- Ensuring that premises are suitable and appropriate.
- Overseeing all aspects of employing staff, such as ensuring the Committee has appropriate recruitment and employment policies and ensuring job descriptions and staff appraisals are appropriate and timely.

### **What you could gain from the role**

- Experience of involvement with a Quaker arts group.

### **Skills required**

- An interest in the arts and the ability to take initiative.
- A knowledge of or willingness to learn finances and charity law.
- An ability to communicate and work well with other members of the Management Committee to carry out the aims of the Leaveners.

### **Time commitment**

Attending three day-long meetings in Birmingham (held on Saturdays) and one planning weekend per year. Attendance at Yearly Meeting is also encouraged, though not required, and the representative may choose to participate in numerous Leaveners workshops throughout the year, depending on availability.

### **Reporting timetable**

At October YFGMs

The report could take the form of a personal presentation or a written report in documents or advance or YQ, in person/writing/Young Quaker