

**BOOK OF
COMMITTEES
OF
IRELAND YEARLY
MEETING**

UPDATED AUGUST 2011

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INTRODUCTION

From Organisation and Christian Discipline – page 44

No. 5 - Book of Committees

“The committee shall have charge of the Yearly Meeting Book of Committees in which all committees and nominations to bodies outside the Yearly Meeting made by the Yearly Meeting or by itself shall be recorded...”

Ireland Yearly Meeting’s Committee

Minute 2003.02

“...We agree that this book should outline the organisation of the Committees, but would not include the names of the members.”

- We endeavour to seek God’s guidance in all decision-making. Much of the work of our Society is undertaken by committees. This service gives to a wide range of Friends valuable opportunity to engage positively and wholeheartedly in the running of the Society.
- Committee members coming with heart and mind prepared and relevant information gathered may enable the work to be expedited efficiently.
- Members should be willing to share in the work thus aiding the clerk. If the work of the committee is not clear, ask for clarification. Prayerful support of clerks is important.
- Clear and concise minutes need to be taken even in small committees. Minutes drawn up during meetings should be circulated reasonably promptly, helping to ensure clarity of what has been agreed. Minutes agreed during the meeting are “owned” by all present.
- F(f)riends appointed to Yearly Meeting Committees may claim travelling expenses and clerks other expenses incurred. (See copy of Yearly Meeting’s Committee Minute 01.32).
- Committees can be lively, informative, enjoyable and rewarding.
- Committees, as well as representatives appointed to attend various functions, are generally asked to report. The body wishing to receive a report needs to ensure that those involved know precisely when and how (verbal or written) such reports are to be presented.
- Those being asked to serve for the first time on a committee should be given a copy of the appropriate information from the Book of Committees.

Advice on Committee Financing and Expenses

Two guiding principles should be uppermost when appointing a Committee.

1. Sufficient funding should be available to allow the committee perform its function adequately.
2. No member, or potential member, should feel unable to participate on financial grounds.

Paragraph 1 should alert those setting up committees to ensure adequate costs of postage, stationery, books etc. are available. Committees should not be inhibited by inadequate resources.

The meeting setting up the Committee may wish to set an initial budget, which can be revised from time to time. Consequences for the workload of the Yearly Meeting Office in Dublin need to be considered and must have prior approval from the YM Treasurer or Yearly Meetings Committee.

Paragraph 2 deals with the member. Whilst Ireland Yearly Meeting is a relatively small body with limited financial resources members may consider one of their contributions to the Society is by providing their services free. This is appreciated and helps considerably in keeping costs, which otherwise would be prohibitive, much lower.

It must, however, be borne in mind that much of the business of the Society is done through committee work. Every member of the Society has a valuable contribution to make in the smooth running of business and no one should feel unable to participate due to an unreasonable financial burden. Each committee should budget for the expenses of its members ensuring that no undue burden is placed on anyone.

Those travelling to committees intending to seek financial reimbursement should consider:-

- a. The most economical method of travel. (Some senior citizens may get free public transport).
- b. If you are travelling by car can you offer someone else on the committee a seat? Committees should work together for the best outcome and the most efficient cost. The advice is to keep costs as reasonable as possible without diminishing the outcome and budget to ensure no one who has something to contribute is prevented for financial reasons.

This minute was prepared as guidance to those Meetings within Ireland setting up Committees in order to undertake a specific task. Issued by Ireland Yearly Meeting's Committee.

ARBITRATION COMMITTEE

Origin:

The Arbitration Committee was set up at Special Yearly Meeting 16/10/1999 at which the Book of Organisation and Christian Discipline was approved including Chapter Seventeen which gives details of the Arbitration Committee.

Previously this committee was called Yearly Meeting Law Committee having been set up by Minute 29 of Yearly Meeting 1991. (Prior to 1991, each Quarterly Meeting had its own Law Committee).

Purpose:

As in Chapter 17 of the Book of Organisation and Christian Discipline, paragraphs one and three:

Use of Arbitration:- Friends should ensure that all difficulties about outward things between members of the Society are settled as quickly as possible. This should be done either by the Friends themselves or by use of arbitration.

Facilitating Conciliation:- When it appears to the committee that differences might be settled without recourse to legal proceedings, it is encouraged to act in a conciliatory capacity and advise the Friends accordingly.

Method of Appointment:

As per Chapter 17 of the Book of Organisation and Christian Discipline, paragraph two:

Appointment of Committee:- Should cases between Friends arise, in which it may be needful for proceedings at law to be taken, Yearly Meeting is directed to appoint a committee consisting of not less than eight Friends, three from Ulster, three from Leinster and two from Munster (to be called the Arbitration Committee). Three members to form a quorum.

- ❑ Nominated by: Yearly Meeting's Nominations Committee.
- ❑ Appointed by: Yearly Meeting's Committee.
- ❑ Informed of appointment by: Yearly Meeting's Committee.

Duration of Appointment and Commencement:

Triennial appointment from March Yearly Meeting's Committee.

Accountability:

No obligation to report.

Frequency and Timing of Meetings:

Will meet if required. To date the committee has not met.

Life Expectancy:

On-going.

BLOOMFIELD CARE CENTRE LTD - MEMBERS OF COMPANY

Any adult Member of the Religious Society of Friends can on application to the Board become a member of the Company limited by guarantee. Yearly Meeting and Monthly meetings may Nominate Friends to be members of the Company. Members are entitled to attend General Meetings of the Company both Annual and Extraordinary. Membership is not for a fixed period.

BOARD OF DIRECTORS

Origin:

First Annual General Meeting was held sometime in the early 1800's. A few "concerned" Friends got together and organised themselves into a Committee to have oversight of Bloomfield Hospital. The Hospital was under the care of Irish Friends any of who were entitled to attend General Meetings of the Company.

In 2006 the Hospital having been relocated to Bloomfield Care Centre, new premises at Stocking Lane Rathfarnham Dublin was turned into Company Limited by Guarantee.

All Irish Friends are invited to become members of the company, upon application to be board and subject to the Memorandum and Articles of Association. Monthly, Quarterly and Yearly meetings being invited also to nominate members.

Stage 2 development is progressing this includes adding 76 beds to the facility funded in part by Government Grant and part by agreement with Kylemore Nursing Home.

Purpose:

To oversee the running of Bloomfield Hospital.

Method of Appointment of Directors.:

Maximum number as approved by AGM or EGM of Company. (Five names come up for retirement each year.)

- Nominated by: Existing Committee.
- 3 Nominated by YM see minute 06.37 below
- 3 Nominated by Kylemore directors for 10 years
- Appointed by: Bloomfield Hospital Annual General Meeting.
- Informed of appointment by: Bloomfield Hospital Annual General Meeting.

YM nominees for the board of Bloomfield Care Centre Ltd. See YMC Minute 06.37 Text below updated

- YMNC to consider matter at nomination committee in September so that the name of a nominee, who should be, or become, a member of the Company, can be brought forward to its January meeting.
- Nominations Committee should consult Bloomfield Board to see what is required (to find a skills match etc) in the usual way.
- YMC to approve a nomination in January and forward the name to Bloomfield in February for the AGM in April. (Note Bloomfield memorandum requires that 40 days notice of nomination be given to Bloomfield Board before appointment can be made)

Duration of Appointment and Commencement:

Three years. Term of service begins after AGM appointments.

Frequency and Timing of Meetings:

The Board meet twelve times a year – usually once a month. Usually meet the 4th Monday each month, maybe different date some months..

The Annual General Meeting is normally held in April and is open to all Member of Company. Any adult Member of the Society of Friends in Ireland may apply to be a member of the Company

Life Expectancy:

On-going.

BOOK OF COMMITTEES - REVIEW COMMITTEE

Origin:

Relevant part of Minute 17 of Yearly Meeting 2000:

“We ask Yearly Meeting’s Committee to arrange for the following: (a) set up the new Book of Committees of the Yearly Meeting.”

and

From: Organisation and Christian Discipline; Number 5, Page 44.

*“**Book of Committees.** The committee shall have charge of the Yearly Meeting Book of Committees in which all committees and nominations to bodies outside the Yearly Meeting made by the Yearly Meeting or by itself shall be recorded. Copies of the book shall be available and shall include the following information about each committee and nomination:*

- (a) the name of the committee or appointment with, where possible, the Yearly Meeting or Yearly Meeting’s Committee minute setting it up,*
- (b) a brief description of its aims, its expected life and how it is to report within the Yearly Meeting e.g. annually to Yearly Meeting or to Yearly Meeting’s Committee,*
- (c) the method of appointment of the committee, e.g. annually or triennially, with the service of each member recorded.*

The Yearly Meeting Book of Committees is to be examined each year by Yearly Meeting’s Committee and a review procedure for each committee and nomination put in place.”

Purpose:

To have a clear record of all Yearly Meeting Committees and Bodies, outside Yearly Meeting to which we nominate Friends.

Method of Appointment:

- Nominated by: Yearly Meeting’s Nominations Committee.
- Appointed by: Yearly Meeting’s Committee.
- Informed of appointment by: Yearly Meeting’s Committee.

Duration of Appointment:

Each year the Record Clerk and the Clerk of Yearly Meeting’s Committee will report to Yearly Meeting’s Committee of any changes required, and appropriate, in the Book of Committees. Report to be presented at the October meeting.

Every third or fourth year Yearly Meeting’s Committee shall appoint Friends to contact all the entries in the Book of Committees to ascertain that all the entries are up to date, and those no longer required are removed. Those Friends to report to Yearly Meeting’s Committee and their appointment then laid down.

Accountability:

Book of Committees is to be examined each year by Yearly Meeting’s Committee. (see above).

Frequency And Timing of Meetings:

To be decided by the Friends appointed to oversee the big overhaul.

Life Expectancy:

Indefinite

CHRISTIAN AID

Origin:

Christian Aid is the Relief/Development agency of the Protestant churches in Britain and Ireland.

Turned into companies limited by guarantee 2006/2007 and Friends have one board member appointed until 2010

Purpose:

The Irish Committee acts as a support and information platform.
It is composed of representatives of the churches in Ireland.

Method of Appointment:

- ❑ Nominated by: Yearly Meeting's Nominations Committee.
- ❑ Appointed by: Yearly Meeting's Committee.
- ❑ Informed of appointment by: Yearly Meeting's Committee.
Representatives do not serve more than eight consecutive years.

Duration of Appointment and Commencement:

Four-year term from appointment by Yearly Meeting's Committee.

Accountability:

Report to Yearly Meeting's Committee.

Frequency and Timing of Meetings:

Meets three times a year:

1. Usually end of January or beginning of February in Belfast.
2. In May held in the South.
3. October is a "Residential" held either in North or South.

Life Expectancy:

On-going.

CHURCH OF IRELAND SYNOD

Origin:

Not applicable.

Purpose:

Similar to Ireland Yearly Meeting.

Method of Appointment:

Until 2007 the Church of Ireland invited all member churches of the Irish Council of Churches to appoint a representative to attend the General Synod each year. Now in 2007 there are 15 member churches of the ICC and it has become difficult to issue invitation to all. A rotational system for issuing invitation has been adopted.

One Friend

- Nominated by: Yearly Meeting's Nominations Committee.
- Appointed by: Yearly Meeting's Committee.
- Informed of appointment by: Yearly Meeting's Committee.

Duration of Appointment and Commencement:

For the two or three days of the Synod.

Frequency and Timing of Meetings:

Usually held in May over a weekend – in the North or South of Ireland.

Life Expectancy:

On-going.

Note:

It can be most interesting and spiritually encouraging to see how the Synod deals with matters – spiritual and practical.

CLERK AND ASSISTANT CLERKS TO YEARLY MEETING

Origin:

Not applicable

Purpose:

Clerks are “servants of the meeting” endeavouring to conduct the business of our Society in an atmosphere of worship, being open to the guiding of the spirit of Christ. As discussions take place about various issues, it is the responsibility of the clerks to take a “sense of the meeting”; to draw up minutes, which reflect decisions taken and present them to the meeting. When accepted by the meeting the minute is not the clerk’s minute, but is “owned” by all present.

* Assistant Clerks draw up a first draft of the Epistle from Ireland Yearly Meeting and complete it when comments have been received from the meeting.

Method of Appointment:

- Nominated by: Nomination of Clerk’s Committee.
- Appointed by: Yearly Meeting.
- Informed of appointment by: Yearly Meeting.

Duration of Appointment and Commencement:

Paragraph 5 – Chapter 2 of Organisation and Christian Discipline

“A clerk and assistant clerks shall be appointed by the Yearly Meeting to hold office from the end of Yearly Meeting by which they are appointed until the end of the next Yearly Meeting. The clerks and assistant clerks shall remain in office until their successors are appointed.”

Accountability:

Clerks are accountable to the Yearly Meeting.

Frequency and Timing of Meetings:

Not applicable.

Life Expectancy:

Not applicable.

Note:

There is an unwritten understanding that the Clerk will normally serve for three years and the two Assistant Clerks for two years.

The Clerk is Ex Officio on:

- Yearly Meeting’s Committee
- Programme Committee – acting as Convenor
- Irish Quaker Faith In Action
- Irish Council of Churches

Assistant clerks are Ex Officio on:

- Yearly Meeting’s Committee
- Programme Committee

CLERK AND ASSISTANT CLERK TO YEARLY MEETING'S COMMITTEE

Origin:

Minute 28 of Yearly Meeting's Committee 1993.

Nomination of Clerk and Assistant Clerk to Yearly Meeting's Committee

"The following minute has been received from Nomination of Clerk's Committee":

'We have considered the suggestion made by Nomination's Committee that this committee should nominate Clerks and Assistant Clerks for Yearly Meeting's Committee. We ask Yearly Meeting's Committee to consider giving this duty to Nomination of Clerk's Committee.'

"We agree that Nomination of Clerk's Committee should make these nominations."

Purpose:

Clerks are "servants of the meeting" endeavouring to conduct the business of our Society in an atmosphere of worship, being open to the guiding of the spirit of Christ. As discussions take place about various issues, it is the responsibility of the clerks to take a "sense of the meeting"; to draw up minutes, which reflect decisions taken and present them to the meeting. When accepted by the meeting the minute is not the clerk's minute, but is "owned" by all present.

Method of Appointment:

- Nominated by: Nomination of Clerks Committee.
- Appointed by: Yearly Meeting's Committee.
- Informed of appointment by: Yearly Meeting's Committee.

Duration of Appointment and Commencement:

Clerk: Three year term from June Yearly Meeting's Committee.

Assistant Clerk: One-year term.

Accountability:

Clerks are accountable to Yearly Meeting's Committee.

Frequency and Timing of Meetings:

The committee generally meets four times a year – January, March, June and September - 2pm at Quaker House Dublin. Since 2006 the September meeting has been a two day residential in the Moyallon Centre.

Life Expectancy:

Not applicable.

**COUNCIL OF IRISH SCHOOL OF ECUMENICS TRUST –
TRINITY COLLEGE DUBLIN**

Origin:

Not applicable.

Purpose:

Taken from an Annual Report-

“The Irish School of Ecumenics is an international institution; Christian in its inspiration and ethos; international in structure and personnel. It exists to promote through research, teaching and outreach activities, the unity of Christians, dialogue between religions, and work for peace and justice in Ireland and abroad. Its resources are available to churches and other appropriate bodies committed to unity, dialogue and peace.”

Method of Appointment:

One Friend

- Nominated to the Trust by: Yearly Meeting’s Committee.
- Approved by: Yearly Meeting.
- Informed of nomination by: Yearly Meeting.

Duration of Appointment and Commencement:

No stated duration. (First appointment 1993)

Accountability:

To Yearly Meeting.

Frequency and Timing of Meetings:

Three times a year – February, June and November.
Belfast – a weekday morning

Life Expectancy:

On-going.

General Information:

Almost all Council Members are there in a personal capacity.

The larger churches have Patrons.

The smaller churches (like us!) are asked to nominate a representative.

DROGHEDA GRAMMAR SCHOOL

Origin:

Not applicable.

Purpose:

The Committee deals with general issues concerning management of the school and advises about financial matters and building development.

Method of Appointment:

Friends Trust (Eire) Ltd hold shares in Drogheda Grammar School. These shares bestow the right to appoint a representative on the Management Board.

One Friend

- Nominated by: Yearly Meeting's Nominations Committee.
- Approved by: Yearly Meeting's Committee.
- Appointed by: Friends Trust Eire Limited.
- Informed of appointment by: Friend's Trust (Eire) Ltd.

Duration of Appointment and Commencement:

Three-year term from Yearly Meeting's Committee held in June.

Accountability:

Report to Yearly Meeting's Committee when appropriate.

Frequency and Timing of Meetings:

At the school about twice a term.

Commences with tea at 6pm and always over by 9pm!

Life Expectancy:

On-going.

The Management Committee of Drogheda Grammar School is composed of:

- Parent's Representatives
- Members of staff
- Former pupils
- Friends

Note:

This appointment does not make the appointee a member of the Board; it makes him or her an "observer" at Board Meetings.

ECO CONGREGATION IRELAND

Origin:

YMC minute 06.31

“We have been invited by a new church based ecumenical programme Eco-Congregation Ireland, to participate in its programme and, if we would wish to do so, to nominate a representative to join its committee. We agree to ask YM Nominations Committee to find if possible, a suitable Friend who is willing to join the committee. We ask our Clerk to respond accordingly.”

Purpose:

Eco-Congregation aims to encourage churches to celebrate the gift of God's creation, to recognize the interdependence of all creation, and to care for it in their life and mission and through the members' personal lifestyles.

Method of Appointment:

One Friend nominated by YM Nominations Committee and appointed by Yearly Meeting's Committee.

Duration of Appointment and Commencement:

Triennial appointment from January Yearly Meeting's Committee 2007-2010 etc.

Accountability:

Report to Yearly Meeting's Committee when requested to do so or if our representative would like to report on an item of specific interest (contact Clerk of YMC)

Frequency and Timing of Meetings:

When called

Life Expectancy:

Review when a new appointment is coming up and see if previous appointee considers that Friends should continue to be involved?

ECO QUAKERS IRELAND COMMITTEE

Origin:

The work of this committee originated in a concern which was brought to Ireland Yearly Meeting 2008 by two Friends under the title 'Caring for Creation – what canst thou do?'. With the encouragement of YM an exploratory open meeting was held in May 2008, and following this an interim committee agreed to take the concern forward. At Yearly Meeting 2009 (Minute 32 /09) it was agreed that EcoQuakers Ireland should become a recognised committee of IYM.

Purpose:

To provide a Quaker input into the environmental and related social and economic problems in Ireland;

To encourage Friends and Meetings to become better informed and more confident about taking action on these issues;

To connect with similar initiatives in other Yearly Meetings and like minded organisations.

Method of appointment:

Up to eight members, with at least two Friends or Attenders from each Quarterly Meeting.

Nominated by: Yearly Meeting's Nominations Committee.

Appointed by: Yearly Meeting's Committee.

Informed of appointment by: Yearly Meeting's Committee.

Ex Officio : Friends' Appointee to Eco Congregation Ireland.

Duration of appointment and commencement:

Three year term from Yearly Meeting's Committee held in January, staggered so that two or three appointments are made or renewed each year.

Accountability:

Reports to Yearly Meeting and / or Yearly Meeting's Committee.

Frequency and Timing of Meetings:

At least three or four times a year, with contact between meetings by phone or e-mail.

Life Expectancy:

On-going.

EDUCATION COMMITTEE**Origin:**

Purpose:

1. Responsibility for overseeing Youth Committee and appointing Junior Yearly Meeting Organisers.
2. Overseeing the implementation of the Child Protection Policy within the Yearly Meeting and organising training.
3. Aiding the spiritual education of children and young people within the Society by organising Sunday School conferences and giving support and backup to youth leaders and Sunday School teachers.
4. The management of the Brookfield fund and The Central Education Fund - issuing grants from these.
5. To keep a watching brief on educational matters both North and South and to take appropriate action.

Method of Appointment:

As in minute 1975/21. Minute 1975/21 states that each Quarterly Meeting is to nominate 5, one of whom should be a member of the Quarterly Meeting Education Committee. Also, the retiring Committee should nominate up to three Friends to ensure continuity. These three to be nominated through Quarterly Meetings. At present there are not 5 from each Quarterly Meeting but the structure is as follows -

Present structure:

Munster 2 Leinster 5 Ulster 4

- Nominated by: Quarterly Meetings.
- Appointed by: Yearly Meeting's Committee in Spring.
- Informed of appointment by: Yearly Meeting's Committee.

Duration of Appointment and Commencement:

Triennial appointment from March Yearly Meeting's Committee 2002-2005 etc.

Accountability:

Reports annually to Yearly Meeting and if necessary to Yearly Meeting's Committee. The financial report is also given at Yearly Meeting.

Frequency and Timing of Meetings:

Generally meets at the time of every Yearly Meeting's Committee.

Life Expectancy:

On-going.

Note:

Clerk of Education Committee is Ex Officio on Youth Committee

ELDERLY FRIENDS BURSURY FUND COMMITTEE

Origin And Purpose:

Minute 27 of Yearly Meeting 1966

“We have received a trust deed dated the 12th March, 1966 made between Basil Bewley Jacob and Doris Rachel Louisa Johnson of the one part and Friends Trusts (Eire) Limited of the other part setting up a fund called The Elderly Friends bursary Fund for the assistance of friends and those closely connected with friends resident at Swanbrook or any other home for the elderly in Ireland and further for assistance of needy Friends in their own homes or elsewhere who are elderly or either physically or mentally handicapped. The trust deed appoints Friends Trusts (Eire) Limited to be the first trustee of the fund and Doris Rachel Louisa Johnson, Phillip Francis Scanlan, Stella Marion Barclay Webb, Basil Bewley Jacob, Kathleen Beryl Scanlan and Marguerite Moss Skelton to be the first members of the fund committee, and gives to the Yearly Meeting certain rights and duties regarding the appointment of new trustees.

- *The ultimate use of the funds if the immediate objects should no longer be necessary or desirable.*
- *The appointment of members of the fund committee.*
- *The approval of regulations for the awarding of bursaries.*

The deed also gives the Yearly Meeting the right to delegate to the Yearly Meeting’s Committee, or such other committee as the Yearly Meeting may from time to time direct, all powers, acts and deeds to be performed by the Yearly Meeting, or any discretion to be exercised by the Yearly Meeting under the said deed.

The Yearly Meeting hereby accepts the rights, duties and discretions conferred on it by the trust deed, and hereby requests, by way of delegation, the Yearly Meeting’s Committee to act on its behalf in relation to clause 3(a) (the appointment of new trustees), clause 7 (the ultimate trust on failure of objects), clause 8(c) (the appointment of members of the fund committee) and clause 9(a)(i) (the approval of regulations for awarding bursaries).”

Method of Appointment:

Total of up to nine Friends, two or three to be nominated and appointed each year.

- Nominated by: Yearly Meeting’s Nominations Committee.
- Appointed by: Yearly Meeting’s Committee.
- Informed of Appointment by: Yearly Meeting’s Committee.

Duration of Appointment and Commencement:

Three-year appointment from January Yearly Meeting’s Committee.

Accountability:

Report and accounts are made available to Yearly Meeting annually.

Frequency and Timing of Meetings:

Meets twice a year, usually the first Monday in March and October.

Life Expectancy:

On-going.

FRIENDS GENERAL BURSARY FUND COMMITTEE

(The total of the following Minute setting up Friends General Bursary Fund Committee comes under the first four of "Headings" chosen to explain each committee).

Origin:

Minute 7 of Yearly Meeting's Committee 1975:

"The late Phillip F Scanlan left £1,000 to 'The Society of friends in the Republic of Ireland for any charitable objects and purposes of the Society.' We accept the sum as a special fund for the Yearly Meeting to be called 'The Friends General Bursary Fund.' We agree that it shall be invested and that the income shall be distributed at the direction of a committee to be called the 'Friends General Bursary Fund Committee'. Although normally the income only is to be distributed, the committee shall have power to accumulated or distribute income and to distribute capital at its discretion. The type of investments chosen shall be entirely at the discretion of the committee and the investments shall be held in the name of Friends Trusts (Eire) Limited and suitably earmarked."

Purpose:

"Disbursements shall be for help towards and expenses of persons attending meetings and conferences, persons requiring assistance for any purpose whatever, and objects worthy of support, at the discretion of the committee, provided such object or purpose falls within the terms of the legacy."

In the last few years the majority of grants have been given to support Young Friends, but financial support is also given towards other objectives.

Method of Appointment:

"The Committee shall normally be of four persons, but can be any larger or smaller number."

(There should be at least one from each Quarterly Meeting.)

- Nominated by: Yearly Meeting's Nominations Committee.
- Appointed by: Yearly Meeting's Committee.
- Informed of appointment by: Yearly Meeting's Committee.

Duration of Appointment and Commencement:

Three years from appointment in March at Yearly Meeting's Committee.

Accountability:

"The Committee shall report to Yearly Meeting's Committee every third year."

Frequency and Timing of Meetings:

Committee makes decisions by correspondence or telephone and very seldom meets.

Life Expectancy:

On-Going.

FRIENDS WORLD COMMITTEE FOR CONSULTATION

Origin:

Friends World Committee for Consultation was set up at the 1937 World Conference of Friends at Swarthmore, Pennsylvania to provide a link between Yearly Meetings and individual Friends throughout the world.

Purpose:

Ireland Yearly Meeting appoints three representatives and three alternates. The representatives attend the Friends World Committee for Consultation European and Middle East section (EMES) annual gathering which is usually held over the Easter weekend. The alternates attend if the representatives are unable to go. The representatives send a report of Ireland Yearly Meeting's activities to EMES for the EMES annual gathering. The Representatives and alternates discuss ways of informing Irish Friends about Friends World Committee for Consultation. At least one but preferably three members to attend the Easter Gathering of Friends World Committee for Consultation European and Middle East Section. Ireland Yearly Meeting also had three places at the FWCC triennial conferences where FWCC business was considered. In 2007 triennials were replaced with plenary meetings. It is proposed that the next plenary meeting will take place before or after the World Gathering to be held in Kenya in 2012. IYM will probably have three places at subsequent gatherings organised by FWCC. If the representatives are unable to attend, the alternates can fill the places as happens with EMES meetings.

Method of Appointment:

- ❑ Nominated by: Yearly Meeting Nominations Committee.
- ❑ Appointed by: Yearly Meeting's Committee.
- ❑ Informed of appointment by: Yearly Meeting's Committee.

Duration of Appointment and Commencement:

Friends to be appointed every 3 years commencing 1st January 2008, 2011 etc

Accountability:

Reports to Yearly Meeting or Yearly Meeting's Committee when necessary.

Frequency and Timing of Meetings:

1. Representatives and alternates meet if required.
2. Representatives attend Annual EMES gathering.
3. Plenary Meeting of FWCC held every 5 years or so from 2007

Life Expectancy:

On-going.

HISTORICAL COMMITTEE

Origin:

Yearly Meeting 1908 decided that three Friends would collect and care for documents and objects of historical interest connected with the Society and that this collection should be held at 6 Eustace Street, Dublin. From 2005 the collection has been held in Quaker House Dublin.

Purpose:

1. To see that the Society's Minute books, documents and items of interest are kept securely and that deterioration is prevented.
2. To catalogue existing items and new acquisitions.
3. To arrange for public access to these records, ensuring that there is a balance between availability and preservation.
4. To answer enquiries and deal with correspondence.
5. To encourage research.
6. To arrange lectures and facilitate publications.

Method of Appointment:

An Executive Committee attends to the day-to-day management of the Historical Library in Dublin. *No attempt is made to dislodge long-serving members as experience is very important to have on the committee. Usually 14-15 members.*

- ❑ Nominated by: Yearly Meeting's Nominations Committee.
- ❑ Appointed by: Yearly Meeting's Committee.
- ❑ Informed of appointment by: Yearly Meeting's Committee.

Duration of Appointment and Commencement:

Triennial appointment from March Yearly Meeting's Committee.

Accountability:

Annual report in writing to Yearly Meeting including financial report and accounts.

Frequency and Timing of Meetings:

It usually meets on the day of Yearly Meeting's Committee in January and June.

Life Expectancy:

On-going.

INVESTMENT COMMITTEE

Origin

Recommended by the Review of Yearly Meeting Committees.

Yearly Meetings Committee minute 08.48

“Further to 08.36 YM Investment Committee

Terms of reference for the proposed Yearly Meeting Investment committee have been received from Philip R Jacob. The meeting has considered the proposals and agreed that a Yearly Meeting Investment Committee be set up with the following arrangements:”

Purpose

The Office and YM Finance Committee has the care of the general finance of the Yearly Meeting.

The Investment Committee has the limited brief of “Investments”

The Investment Committee will deal with specific enquiries about investments but not be involved in day to day investment decisions.

It will respond to enquiries from Clerks and Treasurers of Yearly Meeting and its Trust Funds about investment policy, and comment on investment advice received by such bodies if requested.

If, at any time it deems it appropriate, it will contact Clerks or Treasurers to draw their attention to probable trends, and/or to action that might be prudent.

The investment Committee will not normally initiate recommendations for purchase or sale of individual securities (that is the responsibility of whoever is managing the portfolio) and if asked to do so may decline if it so wishes.

It will not give instructions for actual sale or purchase of securities for any of the portfolios (that is the responsibility of the funds themselves).

It will keep in mind the desire of Friends that our investments should conform to ethical standards

The committee should be composed of not more than 4 Friends, with preferably at least one Friend from each Quarterly Meeting.

Method of appointment

Four Friends with, preferably, one Friend from each Quarterly Meeting.

Nominated by the Yearly Meeting Nomination Committee.

Appointed by Yearly Meetings Committee.

Informed of appointment by Yearly Meetings Committee.

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Duration of appointment and commencement

Three year term from Yearly Meetings Committee held in September, staggered so that one two appointments are made or renewed each year.

Accountability

Reports to Yearly Meeting and Yearly Meetings Committee.

Frequency and Timing of Meetings

As and when necessary, most contact will be by phone or e-mail.

Life expectancy – ongoing.

IRELAND YEARLY MEETING BOOK COMMITTEE

Origin:

Not applicable

Purpose:

To assemble a list of books, pamphlets etc. - mainly in connection with the Religious Society of Friends. The material may be bought by Meetings, individual Friends or others. A nucleus of these books should be kept in stock available for ordering. They are usually available at the Committee's bookstall during Yearly Meeting and may also be on other particular occasions.

Method of Appointment:

Three Friends

- Nominated by: Yearly Meeting's Nominations Committee
- Appointed by: Yearly Meeting's Committee
- Informed of appointment by: Yearly Meeting's Committee

Duration of Appointment and Commencement:

Three-year appointment from Yearly Meeting's Committee held in January.

Accountability:

To Yearly Meeting's Committee.

Frequency and Timing of Meetings:

As and when considered to be useful or necessary

Life Expectancy:

On-going

IRISH CHURCHES COUNCIL FOR TELEVISION AND RADIO AFFAIRS (ICCTRA)

Origin:

Not applicable.

Purpose:

The purpose of ICCTRA is to provide a Council for Churches in the south of Ireland which will advise and consult on their behalf with the authorities and the broadcasting stations, at national and local levels, on matters relating to religious broadcasting and religion in broadcasting in general.

The council shall have authority to undertake all such activities as are necessary to promote its objectives.

Method of Appointment:

One Friend

- Nominated by: Yearly Meeting's Committee Nominations Committee.
- Appointed by: Yearly Meeting's Committee.
- Informed of appointment by: Yearly Meeting's Committee.

Duration of Appointment and Commencement:

Representation of minority churches is rotational. Peggy King was re-appointed in March 2008 for three years.

Accountability:

Reports to Yearly Meeting's Committee.

Frequency and Timing of Meetings:

Meets about four times a year depending on the amount of business at hand.

Timing: Meets in the morning in Dublin.

Life Expectancy:

On-going.

Note:

Extract from the Constitution

“In the event of a member being unable to attend a Council Meeting, it shall be open for a substitute to deputise, provided the substitute is nominated in accordance with the arrangements laid down by the appropriate church authorities”.

IRISH COUNCIL OF CHRISTIANS AND JEWS

Origin:

Not Applicable.

Purpose:

Minute 52 of Yearly Meeting's Committee 1997:

To “*encourage dialogue, understanding and tolerance between Christians and Jews.*”

As well as conducting business, meetings include the reading of a psalm and a component of inter-religious discussion. As well as its own meetings, the Council arranges public lectures on Jewish-Christian themes and maintains contact with the International Council of Christians and Jews with which it is affiliated.

Method of Appointment:

One Friend

- Nominated by: Yearly Meeting's Nominations committee.
- Appointed by: Yearly Meeting's Committee.
- Informed of Appointment by: Yearly Meeting's Committee.

Duration of Appointment and Commencement:

Triennial appointment from January of Yearly Meeting's Committee.

Accountability:

To Yearly Meeting's Committee.

Frequency and Timing of Meetings:

Meetings are held in Rathgar, Dublin about every three months by arrangement rather than formula.

Life Expectancy:

On-going

Note:

As Christians, participation in the Council can deepen our understanding of our Jewish background. It invites us to extend our inner horizons to encompass a living tradition at once different to our own, yet with common roots. The fellowship with other Christians and Jews in a setting of mutual acceptance and understanding can be a very enriching experience.

IRISH COUNCIL OF CHURCHES

Origin:

Founded in 1922.

Purpose:

To promote co-operation and work between Protestant churches in Ireland.

Method of Appointment:

Three Friends:

- Nominated by: Yearly Meeting's Nominations Committee.
- Appointed by: Yearly Meeting's Committee.
- Informed of appointment by: Yearly Meeting's Committee.
Clerk of Yearly Meeting is ex officio member.

Duration of Appointment and Commencement:

Three years from Yearly Meeting at which they were appointed.

Accountability:

To its own Annual General Meeting.

Reports to Yearly Meeting or Yearly Meeting's Committee when there is a matter of interest or concern to Friends.

Frequency and Timing of Meetings:

Once or twice per year.

Life Expectancy:

Ongoing.

Note:

One of the three Quaker representatives also serves on the Irish Council of Churches Executive which meets three or four times a year.

IRISH COUNCIL OF CHURCHES – SPECIAL FUNCTIONS – WOMEN’S LINK ORGANISATIONS

Origin:

Set up by Irish Council of Churches.

Purpose:

Arranges an Annual Conference for women from all Ireland.

Runs an Information Service from Irish Council of Churches on women’s issues.

Method of Appointment:

- Nominated by: Yearly Meeting’s Nominations Committee.
- Appointed by: Yearly Meeting’s Committee.
- Informed of appointment by: Yearly Meeting’s Committee.

Duration of Appointment and Commencement:

Three years from Yearly Meeting’s Committee that made the Appointment.

Accountability:

To Irish Council of Churches

Report to Yearly Meeting

Frequency and Timing of Meetings:

Usually meets twice a year in Dublin and Belfast.

Life Expectancy:

On-going.

IRISH INTERCHURCH MEETING SOCIAL ISSUES DEPT. –Church in Society Forum
(Joint Irish Council of Churches and Roman Catholic Church)

Origin:

Set up in 1983 by Irish Inter-church Meeting. Re-organised in 2010.

Purpose:

To set up, assist and finalise working groups on different social questions.

Modus Operandi (as amended March 1994) (a)

“The emphasis of the Department should be on making a Gospel response to issues where it is appropriate and important for the Churches to respond together.”

Method of Appointment:

- Nominated by: Yearly Meeting’s Committee Nominations Committee.
- Appointed by: Yearly Meeting’s Committee.
- Informed of appointment by: Yearly Meeting’s Committee who also inform the IICC.

Duration of Appointment and Commencement:

Three years from Yearly Meeting’s Committee Appointment.

Accountability:

Reports to Yearly Meeting.

Disqualified if there is no attendance for three meetings.

Frequency and Timing of Meetings:

Meets in Dublin usually three or four times a year.

Life Expectancy:

On-going.

IRISH INTERCHURCH MEETING SOCIAL ISSUES DEPT –Theology Forum

(Joint Irish Council of Churches and Roman Catholic Church)

Origin:

Set up in 1983 by Irish Inter-church Meeting. Re-organised in 2010.

Purpose:

Encourage dialogue between the member churches on theological issues, to be a resource for the member churches and to offer theological perspectives.

Method of Appointment:

- ❑ Nominated by: Yearly Meeting's Committee Nominations Committee.
- ❑ Appointed by: Yearly Meeting's Committee.
- ❑ Informed of appointment by: Yearly Meeting's Committee who also inform the IICC.

Duration of Appointment and Commencement:

Three years from Yearly Meeting's Committee Appointment.

Accountability:

Reports to Yearly Meeting.

Frequency and Timing of Meetings:

Meets in Dublin usually three or four times a year.

Life Expectancy:

On-going.

IRISH FRIENDS EDUCATIONAL TRUST

Origin:

A gift from the late Arnold Marsh started the Trust Fund in 1970.

Purpose:

Extract from Minute 79/29 of Yearly Meeting's Committee:

“The objectives include payment of fees of pupils or students; training teachers or lecturers; providing opportunities for study or rest to teachers; promoting visits by pupils or staff in Ireland or abroad; providing or helping towards facilities or equipment in schools; testing or developing new educational techniques; augmentation of salaries; research, publication of school text books; etc.”

Under the terms of the Trust Deed, grantees must come into one or more of the following categories:

A member of the Religious Society of Friends

A pupil or member of staff of a Friends School.

A Friends School itself.

Method of Appointment:

This is not strictly speaking a Yearly Meeting Fund, the committee of management is, under the Terms of the Trust Deed, a self perpetuating body.

Duration of Appointment and Commencement:

Not applicable.

Accountability:

It is normal for the Committee to forward a written report to Yearly Meeting every three years.

Frequency and Timing of Meetings:

Business mostly by correspondence. Committee meets when necessary.

Life Expectancy:

On-going.

IRISH INTER CHURCH COMMITTEE (IICC)

Origin:

Set up under the “Constitution” of the Irish Inter Church Committee of 1983.

Purpose:

To carry forward the purposes and concerns of the Irish Inter Church Meeting and to arrange the next meeting of Irish Inter Church Meeting.

Memorandum On The Operation Of The Irish Inter-Church Meeting:

“The IICC deals with ‘practical concerns and sensitive issues which need the unified examination of the participating churches’.” ... “The IICC is able in particular circumstances to make appointments to Commissions etc of Churches Together in Britain and Ireland.”

Method of Appointment:

- ❑ Nominated by: Yearly Meeting’s Nominations Committee.
- ❑ Appointed by: Yearly Meeting’s Committee.
- ❑ Informed of appointment by: Yearly Meeting’s Committee.

Duration of Appointment and Commencement:

Explanation:

The eight smaller churches in membership are offered places on IICC in rotation.

Those not having places are asked to nominate someone to:

- Receive the papers of the Irish Inter Church Committee.
- Attend one agenda-setting meeting per year of the Irish Inter Church Committee.
- Act as an alternate when required.

For one two-year period out of approximately every eight years, the representative acts as a member of Irish Inter Church Committee.

Accountability:

To Irish Inter Church Meeting.

Frequency and Timing of Meetings:

(For the two-year period when acting as a member of IICC.)

Meets usually four times a year.

1pm for an afternoon **or** in the morning of a weekday.

Meetings usually take place near Dundalk.

Life Expectancy:

On-going.

IRISH INTER-CHURCH MEETING (IICM)

Origin:

Originates from the Ballymascanlon Talks of the 1970 – 80's. Formalised in 1983.

Purpose:

To foster co-operation and understanding between the churches in Ireland - Protestant and Roman Catholic - and to offer a mechanism for joint action.

Method of Appointment:

One Friend

- Nominated by: Yearly Meeting's Nominations Committee.
- Appointed by: Yearly Meeting's Committee.
- Informed of appointment by: Yearly Meeting's Committee.

Duration of Appointment and Commencement:

To attend one meeting which takes place over the course of two days.

Accountability:

Reports to Yearly Meeting's Committee.

Frequency and Timing of Meetings:

Approximately every eighteen months.

Life Expectancy:

On-going.

Note:

It is of value that Friends are given this opportunity to learn and share in the Inter-Church setting.

IRISH QUAKER FAITH IN ACTION (IQFA)

Origin:

Overseas work of the Yearly Meeting was originally FFMA (Friends Foreign Missionary Association). It then became FSC (Friends Service Council – Irish Section) and then Quaker Peace and Service (Irish Quaker Peace and Service). We were an integral part of the London Yearly Meeting structure until 1992 when it was decided to set up our own Yearly Meeting body - namely Irish Quaker Faith In Action (IQFA). IQFA was not ‘set up’ as much as it ‘evolved’ from Irish Quaker Peace and Service with the major difference of our independence from Quaker Peace and Service - London.

Minute 26 of Yearly Meeting 1992

“The report of IQPS for 1991 has been made available to us. R Anne Grant, Clerk of IQPS for the past two years, has told us that IQPS is to be laid down and replaced by an new structure entitled Irish Quaker Faith In Action. This has resulted from the agreement between Ireland Yearly Meeting and London Yearly Meeting that QPS should become a department of the latter YM only. R Anne Grant has paid tribute to the loving and understanding way in which Friends from both Yearly Meetings organised this. Irish Quaker Faith in Action, IQFA, will be a committee of the Yearly Meeting of the Religious Society of Friends in Ireland. The new organisation is charged with giving expression to our Christian faith through peace witness and social concern.”

Purpose:

To give practical and spiritual help and support to the Christian concerns of Irish Friends; desiring to be guided to do God’s work in helping build His kingdom on Earth.

Method of Appointment:

Minute 66 of Ireland Yearly Meetings Committee 2006

1. The committee should be made up as follows;

Ulster Quarterly Meeting	3 representatives
Leister Quarterly Meeting	3 representatives
Munster Quarterly Meeting	3 representatives
Yearly Meetings Committee	up to 3 representatives
Ex officio	Clerk of Yearly Meeting
Total	12

2. All present appointments should continue until 2008 when new appointments as at point 1. would be made.

3. Method of formation of the committee based on the above quotas should be;

(a).Each Monthly Meeting nominate one member for appointment by it’s Quarterly Meeting, except Dublin Monthly Meeting which would make two nominations.

(b).In the event of a monthly meeting being unable to nominate a member it’s Quarterly Meeting would make an appointment to fulfil its quota.

(c).Yearly Meetings Committee would make its appointments on the nomination of Yearly Meetings Nominations Committee.

(d).On making their appointments QMs would notify the clerks of IQFA and YMC, the clerk of YMC would notify YMNC.

IRISH QUAKER FAITH IN ACTION (CONTINUED)

(e).The role of YMC appointments would be to ensure a balance on the committee in what ever respect might be needed for representation and continuity.

(f). While the IQFA committee should continue to be able to co-opt members for 3 year terms, the number co-opted should usually be no more than 3 (to include the Quaker representative/s on Christian Aid).

(g).The term of appointment for all members should be the 3 years of the usual triennial appointments.

(h).The clerk of each appointing body should write to appointees to advise them of their appointment.

(i). On the expiration of the term of members the clerk of IQFA should inform them that their term is completed and that the relevant appointing body will, in due course, consider appointments for the coming term. The clerk of IQFA should advise the appointing bodies of the expiration of the terms of the IQFA members.

The clerk of YMC would supervise the smooth running of the process and record appointments in YMC minutes.

Duration of Appointment and Commencement:

Three years beginning after Yearly Meeting's Committee Appointments in March.

Accountability:

Annual Report to Yearly Meeting.

Frequency and Timing of Meetings:

Usually four times a year at the same weekend as Yearly Meeting's Committee, on the Friday evening before YMC.

Life Expectancy:

On-going

JUNIOR YEARLY MEETING ORGANISERS

Origin:

The Organisers of the first Junior Yearly Meeting, which was held in Dublin in 1940 were M. Isobel Douglas and S. Watson Webb. Their clerk was Sylvia Lamb and the assistant clerk Allen H. Pearson. Allen H. Pearson gave a report on the first Junior Yearly Meeting to Ulster Quarterly Meeting at Richhill on 10 June 1940. (Minute 4 of Ulster Quarterly Meeting).

Purpose:

To organise Junior Yearly Meeting, a gathering of 14-18 year old Young Friends from throughout Ireland. This gathering was established to help teenage Friends explore their Quaker heritage and to learn and understand Quaker business methods. It is also a time for spiritual nourishment.

Method of Appointment:

Three Junior Yearly Meeting Organisers:

- Nominated by: Yearly Meeting Education Committee.
- Appointed by: Yearly Meeting Education Committee.
- Informed of Appointment by: Yearly Meeting Education Committee.

Duration of Appointment and Commencement:

Three-year period on a rotational basis from June of the appointment year.

Accountability:

Accountable to Education Committee and Ireland Yearly Meeting. The Junior Yearly Meeting report is read at Yearly Meeting and circulated to all meetings.

Frequency and Timing of Meetings:

The Organisers meet with the Junior Yearly Meeting Committee approximately three or four times a year to organise the annual event.

Life Expectancy:

On-going.

METHODIST CONFERENCE

Origin:

Not applicable.

Purpose:

Its function is similar to Ireland Yearly Meeting.

Method of Appointment:

One Friend

- Nominated by: Yearly Meeting's Nominations Committee.
- Appointed by: Yearly Meeting's Committee.
- Informed of appointment by: Yearly Meeting's Committee.

Duration of Appointment and Commencement:

Over a weekend – usually in June

Accountability:

Report given to Yearly Meeting's Committee.

Frequency and Timing of Meetings:

Yearly – held in the North or South of Ireland.

Life Expectancy:

Not applicable.

Note:

It can be most interesting and spiritually encouraging to see how the Methodist Church Conference deals with matters – spiritual and practical.

NOMINATION OF CLERKS COMMITTEE

Origin:

Not applicable.

Purpose:

To nominate suitable Friends who are willing to act as Clerks of Yearly Meeting and Yearly Meeting's Committee.

Method of Appointment:

Up to five Friends from Ulster and Leinster and up to three Friends from Munster

- Nominated annually by: Each Quarterly Meeting in rotation.
 - Example:
 - Leinster nominated five Friends to March 2012.
 - Munster nominated three Friends to March 2013.
 - Ulster nominated five Friends to March 2014.
- Appointed by: Yearly Meeting.
- Informed of appointment by: Yearly Meeting's Committee.
 - Ex Officio:** Yearly Meeting's Committee Clerk.
 - Ex Officio** – Retiring Yearly Meeting Clerk for a period of three years.

Convenor: Appointed by the Committee.

Duration of Appointment and Commencement:

Three years from Yearly Meeting's Committee held in March.

Accountability:

To Yearly Meeting and Yearly Meeting's Committee.

Frequency and Timing of Meetings:

Meets as and when necessary on same day as Yearly Meeting's Committee.

Life Expectancy:

On-going.

OFFICE AND YEARLY MEETING FINANCE COMMITTEE

Origin:

Committee has its origin in the amalgamation of the Joint Record Clerk's Committee and the Yearly Meeting Finance Committee in 1991. Prior to the Yearly Meeting taking over Swanbrook House, the Joint Record Clerk's Committee looked after the employment and working conditions of those who worked in the Yearly Meeting Office. The Yearly Meeting Finance Committee advised the treasurer on the annual budget and matters financial. The Office and Yearly Meeting Finance Committee was set up by Yearly Meeting Minute 13 in 1991.

** Part of Minute 13 of Yearly Meeting 1991*

Yearly Meeting's Committee wishes to amalgamate the Joint Record Clerk's Committee with the Yearly Meeting Finance Committee on the joint recommendation of the two committees. The new Committee was called The Office and Yearly Meeting Finance Committee.

** In 2009 the Office and Yearly Meeting Finance Committee took over the work of the Quinquennial Review Committee, which was responsible for proportioning the Yearly Meeting *Charge between the Quarterly Meetings, based on a 3 or 5 year cycle.*

The Office and Yearly Meeting Finance Committee will apportion the Yearly Meeting *charges between the Quarterly Meetings annually, using the latest set of statistics of membership, starting in 2012 (refer to YMC minute 09.85).

Purpose:

The employment and regulation of working conditions of those employed in the Yearly Meeting office and to help the treasurer with his Yearly Meeting financial duties.

Running Yearly Meeting Office, setting Yearly Meeting budget, management of Yearly Meeting funds, preparation of year end accounts, allocation and payment of Yearly Meeting grants,

*calculation of percentages for *Yearly Meeting Charge*, based on yearly statistics.

Look after Yearly Meeting insurance.

Method of Appointment:

The committee is to be composed of Friends as follows:

- The Treasurer of Yearly Meeting
 - **(nominated by Yearly Meeting Nominations Committee, appointed by Yearly Meeting and informed of appointment on the committee by Yearly Meeting)**
- The Clerk of Ulster Quarterly Meeting or another Friend appointed by the Quarterly Meeting, **and in addition up to two other Friends appointed by the Quarterly Meeting, who have knowledge of the finances of the Quarterly Meeting.**
- The Clerk of Munster Quarterly Meeting or another Friend appointed by the Quarterly Meeting, **and in addition up to one other Friend appointed by the Quarterly Meeting, who has knowledge of the finances of the Quarterly Meeting.**
- The Clerk of Leinster Quarterly Meeting or another Friend appointed by the Quarterly Meeting.
- The Treasurer of Dublin Monthly Meeting.
 - (ex officio)
 - (Informed of position on this committee by Dublin Monthly Meeting)
- One Friend appointed by Dublin Monthly Meeting.
- *The Clerk of Quaker House Dublin Management Committee.
 - (ex officio)
 - (Informed of position on this committee by Yearly Meeting's Committee)
- One Friend nominated by Yearly Meeting Nominations Committee and appointed by Yearly Meeting's Committee.
- The Friend responsible for Insurances, if not already a member of this committee, can be co-opted onto this committee.

- (ex officio)
- (Informed of position on this committee by Yearly Meeting's Committee)

Each Quarterly Meeting should be represented at this important committee, if none of their representatives can attend, they may ask a member of Yearly Meeting's Committee from their Quarterly Meeting to attend in their place.

***The clerk of the Office and Yearly Meeting Finance Committee must ensure that adequate representation from each of the Quarterly Meetings is heard (in person at the meeting or before the meeting by phone, post or email) before critical decisions are taken.**

Duration of Appointment and Commencement:

Dublin Monthly Meeting Representative – Triennial beginning _____
 Yearly Meeting's Committee Representative – Triennial beginning 2008.

Accountability:

The clerk reports to Yearly Meeting annually and to Yearly Meeting's Committee two or three times a year.

Frequency and Timing of Meetings:

*Normally meets in January, March *and* June in Quaker House Dublin and in September at the Moyallon Centre, on the mornings of Yearly Meeting's Committee.

Life Expectancy:

On-going

Additional Information:

- **The Treasurer is entitled to attend Yearly Meetings Committee. If the treasurer is unable to attend, he/she should ensure that a well informed Friend has adequate information to deputise on his/her behalf. The Treasurer should make a special effort to attend Yearly Meetings Committee when Budget is being discussed.**
- The committee shall appoint its own clerk. (The clerk may or may not be the Yearly Meeting Treasurer).
- The clerks of Yearly Meeting and Yearly Meeting's Committee shall receive notices of meetings and be entitled to attend.
- A member of the committee shall take particular responsibility for arranging and reporting on all aspects of Yearly Meeting insurances to relieve the Treasurer of this duty.
- One member of the committee, is to be responsible and act as the liaison for all Yearly Meeting staff members (e.g. recording clerk, assistant *to the* recording clerk)
- In relation to the composition of the committee, the original minute specified "The Clerk of Dublin Monthly Meeting". This has been replaced by the Treasurer of Dublin Monthly Meeting.

OVERSEAS CONFERENCE COMMITTEE

Origin:

Not applicable.

Purpose:

To find Friends suitable and willing to attend Yearly Meeting Conferences and gatherings in Britain and further afield, and to offer funds to help with their travelling expenses within the budget agreed by Yearly Meeting's Committee, representatives to London Yearly Meeting appointed by Ireland Yearly Meeting and expenses paid direct from Yearly Meeting funds.

Yearly Meeting's Committee Minute 1974/12:

"To arrange assistance for Friends World Committee for Consultation representatives or alternates to attend Friends World Committee for Consultation Triennial Meetings. To ensure that each representative is offered full fare to one meeting during the triennial period of service."

Yearly Meeting's Committee Minute 1989/25:

"The Overseas Conferences Committee has discretion to make decisions re the allocation of their budget which requires to be dealt with in confidence. The Overseas Conferences Committee is entitled to enable Friends to get a letter of introduction to take with them. If a situation arises which is particularly problematic, the committee should feel free to refer to Yearly Meeting's Committee."

Method of Appointment:

Two or three Friends each year:

- Nominated by: Yearly Meeting's Nominations Committee.
- Appointed by: Yearly Meeting's Committee.
- Informed of appointment by: Yearly Meeting's Committee.

Duration of Appointment and Commencement:

Three-year appointment from March.

Accountability:

To Yearly Meeting's Committee.

Expenditure and budgetary forecast included in "Income and Expenditure Account" of Yearly Meeting.

Frequency and Timing of Meetings:

At present, the Committee meets once a year or other times as necessary – business completed mostly by e-mail/post.

Life Expectancy:

On-going.

PEACE COMMITTEE

Origin:

Yearly Meeting 08.39

“Also arising out of ongoing discussion in the Yearly Meeting’s Committee a structure for a Yearly Meeting Peace Committee has been outlined to us by Felicity A McCartney. The Yearly Meeting agrees in principle that a committee should be set up but that the details should be teased out by the Yearly Meeting’s Committee.”

Yearly Meeting’s Committee 08.56

“Yearly Meeting agreed in principle that a Peace Committee should be set up and the details teased out by YMC. Yearly Meeting’s Committee agrees the role for the YM Peace Committee should be:”

Purpose:

At Yearly Meeting level there needs to be:

- ❖ A mechanism for representing Irish Friends on peace issues outside Ireland;
- ❖ A mechanism for representing Irish Friends on peace issues inside Ireland;
- ❖ A mechanism for representing Irish Friends on peace issues outside the Religious Society of Friends;
- ❖ A co-ordinating role within Ireland Yearly Meeting for information exchange and for enabling communication between Friends with similar concerns;
- ❖ A means at Yearly Meeting level for liaison with other peace groups and relevant NGOs at Governmental level, in Ireland and elsewhere;
- ❖ A means for organising at Yearly Meeting level, of seminars, possibly annually, possibly with IQFA and other concern groups.

The Committee would:

- ❖ Take up concerns, some brought by local groups or meetings, some not;
- ❖ Meet at least twice per annum, probably on Yearly Meeting’s Committee weekends;
- ❖ Liaise with IQFA and local peace groups within Ireland Yearly Meeting;
- ❖ Report annually to Ireland Yearly Meeting or Yearly Meeting’s Committee.

Method of appointment:

The committee to be composed of up to 10 members with:

At least 2 nominated by Dublin Monthly Meeting Peace Committee

At least 2 nominated by Ulster Quarterly Meeting Peace Committee (or Ulster QM)

And up to 6 nominated by Yearly Meeting Nominations Committee (YMNC need to take into account the need for wide representation.)

Duration of appointment and commencement:

Three year term from Yearly Meeting’s Committee held in September, staggered so that only two appointments are made or renewed each year.

Accountability:

Reports to Yearly Meeting (not necessarily every year) and Yearly Meeting’s Committee.

Frequency and timing of meetings:

As and when necessary.

Life expectancy:

On-going

PROGRAMME COMMITTEE

Origin:

According to the records of Yearly Meeting's Committee - 4 February 1921 - it looks as if Friends were appointed each year to prepare the Yearly Meeting Programme.

Purpose:

Prepare a Yearly Meeting Programme which includes:

- Arrangements for Yearly Meeting Speakers.
- Initiation and oversight of practical arrangements.
- By arrangement with Yearly Meeting's Committee, offer travel expenses to visitors who have been invited to Yearly Meeting.

Method of Appointment:

Relevant part of Minute 2(d) of Yearly Meeting's Committee 1981:

"We agree the number of members appointed by Yearly Meeting's Committee to be a total of six, two to be appointed annually."

- Nominated by: Yearly Meeting's Nominations Committee.
- Appointed by: Yearly Meeting's Committee.
- Informed of appointment by: Yearly Meeting's Committee.

Duration of Appointment and Commencement:

Three years.

Such appointments cover three Yearly Meetings from the March Yearly Meeting's Committee appointment.

Accountability:

Reports to Yearly Meeting's Committee at most sessions of that Committee.

Frequency and Timing of Meetings:

Committee meets in morning before Yearly Meeting's Committee. 10.30am January, March June, residential in Ulster Sept/October

Life Expectancy:

On-going.

Note:

Ex Officio on this committee:

- Recording Clerk
- The Clerk of Yearly Meeting on Ministry and Oversight
- A Young Friends Representative

QUAKER COUNCIL FOR EUROPEAN AFFAIRS (QCEA)

Origin:

The initial concern for making the Quaker voice heard in European Institutions arose among Friends in Brussels in 1974. Individual Friends travelled up and down Europe seeking sufficient support for setting up an organisation. It took a few years to do that and even then the Scandinavian Yearly Meetings felt that they could not support a Quaker Council for European Affairs because they felt it would make Quakers be part of a rich men's club. Towards the nineties virtually all Quaker Yearly Meetings and Groups in Europe had representation on the Quaker Council for European Affairs.

QCEA was founded and started work officially on 1 September 1979. The first Representatives were Pat and Brian Stapleton. In 1981 the Quaker Council for European Affairs moved to its present beautiful house on the square Ambiorix which is also the home of Belgium and Luxembourg MM.

Purpose:

Relevant part of Minute 25 of Yearly Meeting 2002:

“One of its early aims was to bring European Friends together and increase their knowledge of European affairs, and thus influence the continuing development of the Community.”

Relevant part of Minute 35 of Yearly Meeting 1999:

“QCEA tries to bring Quaker values into political decision making and to keep in touch with the concerns of Yearly Meetings in Europe.”

For a more comprehensive understanding of the work and purpose of QCEA:

Website: <http://www.quaker.org/qcea>.

Our Representative is to be a “channel” whereby:

Concerns of Ireland Yearly Meeting can be expressed at Council Meetings in Brussels

Work of Quaker Council for European Affairs can be reported back to Yearly Meeting.

Method of Appointment:

Two Friends – A Representative and an Alternate.

- Nominated by: Yearly Meeting's Nominations Committee.
- Appointed by: Yearly Meeting's Committee.
- Informed of appointment by: Yearly Meeting's Committee.

Duration of Appointment and Commencement:

Four year term from appointment at January Yearly Meeting's Committee.

Accountability:

Report to Yearly Meeting as requested or at the initiative of the Representative.

Option: The Friendly Word.

Frequency and Timing of Meetings:

Spring and Autumn in Brussels. Meeting Saturday from 9.30am to 5pm plus travel.

Life Expectancy:

On-going.

QUAKER HOUSE DUBLIN MANAGEMENT COMMITTEE

Origin

The EGM of Bloomfield Hospital in November 2000 and the Special Ireland Yearly Meeting in December 2000 agreed in principle to the exchange of the Bloomfield and Swanbrook House property in Donnybrook for a new built Hospital and Quaker House Dublin at Stocking Lane, Dublin 16. Quaker House Dublin was built by Bloomfield Hospital to the specification provided by the Yearly Meeting Headquarters Development Committee(YMHQDC) to replace the Office, Historical Library and other facilities in Swanbrook House used by the Yearly Meeting and Dublin Monthly Meeting. An 'Ad Hoc' Committee comprising some members of the Swanbrook Management Committee(SMC) and the YMHQDC dealt with the move from Swanbrook to Stocking Lane and other matters pending the setting up of the Quaker House Dublin Management Committee(QHDMC). YMC minute 03.68 records the setting up of the 'Ad Hoc' Committee and YMC 05.13 records that it was laid down on 31st December 2004 and its duties taken over by the Quaker House Management Committee on 1st January 2005.

The relationship between Bloomfield Hospital and Swanbrook House was regulated by a High Court Cy Près Scheme in 1992 and a new scheme was sealed by the Commissioners of Charitable Donations and Bequests on 24 January 2006. This scheme directs that the property known as Quaker House, Stocking Lane, shown on the attached map, be transferred to Friends Trusts (Eire) Limited in trust for the general purposes of the Religious Society of Friends in Ireland. In 2010 a Fee Farm Grant was entered into by BCC and IYM to give legal effect to this direction. Should the Society (including IYM and Dublin Monthly Meeting) cease to use the property for such purposes the property shall revert to Bloomfield Care Centre Limited.

Purpose

The management of the facilities at Stocking Lane on behalf of the Yearly Meeting of the Religious Society of Friends in Ireland for the general purposes of the Society. This shall include maintenance and eventual refurbishment, lighting, heating, cleaning, insurance, security, lettings including setting and collection of rents, overall policy and forward planning.

Membership and Method of Appointment

Nominated by Yearly Meeting Nominations Committee to include representatives as follows:

Dublin Monthly Meeting	8 members	Reduced to 6 members by YMC 29/9/07 minute 07.103
Wexford do do	1 member	
Munster Quarterly Meeting	1 member	
Ulster Quarterly Meeting	1 member	
Historical Committee	1 member	

Ex-officio:

Yearly Meeting Treasurer

Yearly Meeting Recording Clerk

Duration of Appointment

Three years from January YMC

Accountability

Reports annually to Yearly Meeting

Reports regularly to Yearly Meeting's Committee

Frequency and timing of Meetings

Generally meets monthly at Quaker House Dublin

Life Expectancy

Ongoing

QUAKER COMMITTEE for CHRISTIAN and INTERFAITH RELATIONS (QCCIR)

Origin:

Set up by London Yearly Meeting in 1946 as Yearly Meeting Committee of Christian Relationships (LYM).

Became known in 1996 as The Committee of Christian and Interfaith Relations of the Religious Society of Friends in Britain.

Purpose:

To advise Britain Yearly Meeting on Ecumenical matters and to resource Quaker representatives on Ecumenical Bodies. To receive and respond to Ecumenical documents.

Method of Appointment:

This was a Yearly Meeting appointment until 1996 when the nominations after that date...

Minute 23 of Yearly Meeting 1996

..."will be dealt with in future by Yearly Meeting's Committee."

Three Friends - one each from Ulster, Leinster and Munster.

- Nominated by: Yearly Meeting's Committee Nominations Committee.
- Appointed by: Yearly Meeting's Committee.
- Informed of Appointment by: Yearly Meeting's Committee.

Duration of Appointment and Commencement:

Three-year appointment from Yearly Meeting.

Accountability:

Friends may be free to attend meetings occasionally, but are not expected to do so. They are to receive the minutes and papers from this Committee for the information of Irish Friends. No formal reports are expected, but reports to Yearly Meeting's Committee as and when there is useful information to be shared.

Frequency and Timing of Meetings:

Meets twice yearly, usually in April and October, in London, but one in four meets elsewhere.

Life Expectancy:

This is a Standing Committee.

* Rachel Bewley-Bateman's comments 27/5/07

CHRISTIAN & INTERFAITH RELATIONSHIPS COMMITTEE OF BRITAIN YEARLY MEETING

This is a committee of Britain YM and they have made the appointments to date. They are now on Draft 7 of the terms of reference for the Quaker Committee for Christian and Interfaith Relations (QCCIR) (please note the correct name of the committee!). I was co-opted for a second three year period from 2006 while they complete the process of BYM agreeing the committee's terms of reference. Muriel, as Clerk of Yearly Meeting's Committee, should be hearing from London when they clear their minds on the matter. It is likely that YMNC may be involved at some point in the future, but nothing has been agreed as yet. Therefore you have no responsibility in relation to appointments to this committee at present.

Rachel M Bewley-Bateman (member)

J Gray Peile (corresponding member)

REVIEW OF MINUTES AT YEARLY MEETING

Origin - Including Purpose:

Paragraph 7 chapter 2 – Organisation & Christian Discipline

“Two or three Friends shall be appointed to review the minutes at the end of each session and correct any slight inaccuracies. Any corrections that would make a significant difference to the meaning of any minute shall be agreed at the beginning of the next session.”

Method of Appointment:

Six Friends

- Nominated by: Yearly Meeting’s Nominations Committee.
- Appointed by: Yearly Meeting’s Committee.
- Informed of appointment by: Yearly Meeting’s Committee.

Duration of Appointment and Commencement:

Appointed for one Yearly Meeting.

Accountability:

To the Yearly Meeting.

Frequency and Timing of Meetings:

Not applicable.

Life Expectancy:

On-going.

Working Plan:

An agreeable rota for minute checking needs to be organised by one member of the group.

ROBERT and KEZIA STANELY CHAPMAN TRUST (RKSCT)

Origin including Purpose:

General Information:

By her will, Mabel Stanley Chapman (1895-1994) bequeathed one-third of the residue of her estate to the Religious Society of Friends in Ireland and asked that the fund created should be called “The Robert and Kezia Stanley Chapman Trust” in memory of her parents - the income to be used for charitable purposes, including mission and relief work at home and abroad. Mabel Chapman attended Friends School, Lisburn, and was a member of Portadown Meeting until her parents died when she went back to Moyallon Meeting. She was virtually unknown outside the Moyallon and Portadown areas where she is still remembered for her generosity during her lifetime.

Her father, Robert Chapman (1861-1942) was a descendant of one of the Chapman families associated with Ballyhagen and Richhill Meetings from the 18th Century. He was already a well-known auctioneer and estate agent in Portadown when he married Kezia Stanley. Both Robert and Kezia served the Society as Overseers in Portadown Meeting where they were members since the meeting opened in 1905.

Minute 46 of Ireland Yearly Meeting’s Committee 1996.

“On behalf of the Office and Yearly Meeting Finance Committee Brian H Murdoch has reported that Ireland Yearly Meeting has been left a substantial legacy from the estate of the late Mabel S. Chapman. The income derived therefrom is to be used ‘for charitable purposes, including mission and relief work at home and abroad.’ It was the wish of the legatee that the bequest be known as ‘The Robert and Kezia Stanley Chapman Trust’ in memory of her parents. We recommend that a committee of seven be formed to be responsible for the fund, appointed by Yearly Meeting’s Committee.”

Method of Appointment:

- ❑ Three Friends from Ulster Quarterly Meeting nominated by: Yearly Meeting’s Committee Nominations Committee.
- ❑ Four Friends from Leinster and Munster combined – Nominated by: Ireland Yearly Meeting Nomination’s Committee.
- ❑ Appointed by: Yearly Meeting’s Committee.
- ❑ Informed of appointment by: Yearly Meeting’s Committee.
 - Ex Officio: One member of Ulster Friends Trustees Limited nominated by the trustees.

Duration of Appointment and Commencement:

Three-year term from Yearly Meeting’s Committee held in September.

A triennial system should be used with two to retire each year.

Accountability:

Reports annually to Yearly Meeting.

Frequency and Timing of Meetings:

Committee meets twice a year - normally Dublin in May and Ulster in November.

Life Expectancy:

On-going.

SCOUTING IRELAND – NATIONAL RELIGIOUS & SPIRITUAL ADVISORY PANEL

Outline for new committees

Origin:

YMC Minute 04.57 (October 04)

Letter (undated but seems 2004) from Scouting Ireland

Purpose:

Method of Appointment:

One Friends, appointed every three years:

- Nominated by: Yearly Meeting's Nominations Committee.
- Appointed by: Yearly Meeting's Committee.
- Informed of appointment by: Yearly Meeting's Committee.

Duration of Appointment and Commencement:

Triennial appointment from January Yearly Meeting's Committee 2007-2010 etc.

Accountability:

Reports annually to Yearly Meeting and if necessary to Yearly Meeting's Committee. The financial report is also given at Yearly Meeting.

Frequency and Timing of Meetings:

Generally meets.

Life Expectancy:

Review in 2009 and see if initial appointee considers that Friends should continue to be involved?

SECONDARY EDUCATION COMMITTEE

(For Protestant Schools)

Origin:

The Secondary Education Committee (SEC) is a body comprising representatives from the Church of Ireland, the Methodist Church, the Presbyterian Church and the Religious Society of Friends. It draws its authority from a resolution passed by the sponsoring churches in 1965.

Minute 31 of Yearly Meeting 1966 states:

“In 1964 the General Synod of the Church Of Ireland set up an advisory committee to study the problems of Protestant Education in the Republic of Ireland. At their Synod meeting in 1965 it was agreed to form a Secondary Education Commission by inviting the General Assembly of the Presbyterian church in Ireland, the Conference of the Methodist Church in Ireland, and the Yearly Meeting of the Religious Society of Friends in Ireland each to nominate two representatives to work together with eight members of the Church of Ireland. Yearly Meeting’s Committee reports that George R Allen and Philip R Jacob were appointed to represent our Society on this Commission.”

Purpose:

The functions of the Secondary Education Committee are twofold. Firstly, to distribute a Block Grant provided by the Department of Education and Science (DE&S) to families where at least one parent is a member of a reformed Church and who need assistance to send their children to protestant secondary schools. It also seeks to represent the interest of the member churches in the post-primary education system.

Method of Appointment:

Two Friends, one appointed every two years:

- Nominated by: Yearly Meeting’s Nominations Committee.
- Appointed by: Yearly Meeting’s Committee.
- Informed of appointment by: Yearly Meeting’s Committee.

Duration of Appointment and Commencement:

Four year appointment from January Yearly Meeting’s Committee.

Accountability:

The Committee operates as a limited company thus allowing both the corporate body and the liability of individual members to be appropriately insured.

Formal report comes from the Secondary Education Committee to Yearly Meeting’s Committee for Yearly Meeting. Occasionally reports to Yearly Meeting’s Committee.

Frequency and Timing of Meetings:

Usually the full Committee meets five times per year.

Sub-Committees meet when needed

Finance Committee meets about three times a year.

Life Expectancy:

On-going.

THE FRIENDLY WORD STANDING COMMITTEE

Origin:

Minute 66 of Ireland Yearly Meeting's Committee 1997.

"We ask Yearly Meeting Nominations Committee to nominate a standing committee comprising four members, at least one from each Quarterly Meeting".

Purpose:

The role of this committee is:

- *To keep Yearly Meeting's Committee informed of the general progress of the journal and to give guidance to the Editor when requested by the Editor.*
- *To find and appoint a new Editor (or Editors) on the resignation of the Editor.*
- *To find and appoint a new Treasurer on the resignation of the Treasurer."*

Method of Appointment:

Three Friends

- Nominated by: Yearly Meeting's Nominations Committee.
- Appointed by: Yearly Meeting's Committee.
- Informed of appointment by: Yearly Meeting's Committee.

Duration of Appointment and Commencement:

Three year term from Yearly Meeting's Committee held in June.

Accountability:

Reports to Yearly Meeting's Committee as necessary.

Frequency and Timing of Meetings:

Committee meets only as and when necessary.

Life Expectancy:

On-going.

Note:

The Editor of The Friendly Word is not a member of this committee.

WEBSITE EDITORIAL COMMITTEE

Origin

Minute 08.17 of Ireland Yearly Meeting's Committee 2008

08.17 Website Editorial Committee

The Website Editorial Committee (WEC) has asked YMC to take steps to establish the WEC on a more formal basis than at present.

It has been agreed that YMNC should nominate three representatives, one from each Quarterly Meeting. The representatives, together with the Editor and the Technical Editor shall constitute the Website Editorial Committee. They may nominate up to three additional members to Yearly Meeting Nominations Committee should they see fit. Appointments will be for three years and should be staggered to ensure continuity of membership.

The meeting agrees and accepts the terms of reference as proposed and amended.

We appoint the existing Editorial Support Group as the new committee.

Purpose:

The role of this committee is:

- To keep Yearly Meeting's Committee informed of the general progress of the website and to agree on its content.
- To find and appoint an Editor and a Technical Editor as and when required.
- To make frequent scrutiny of the content of the Website and to encourage Friends to contribute information to it.

Method of Appointment:

One person from each Quarterly Meeting plus one member of Yearly Meetings Committee if none of the three representatives are on YMC

- Nominated by Yearly Meeting's Committee Nominations Committee.
- Appointed by Yearly Meeting's Committee.
- Informed of appointment by Yearly Meeting's Committee.

Duration of Appointment and Commencement:

Three year term from Yearly Meeting's Committee held in June, re-appointment at end of term to be permitted.

Accountability:

Reports to Yearly Meeting.

Frequency and Timing of Meetings:

Committee meets twice a year and communicates by e-mail as and when necessary.

Life Expectancy:

On-going.

YEARLY MEETING'S COMMITTEE (CONSTITUTION)

Origin:

Paragraph 1 Chapter 12 Organisation and Christian Discipline

“The Yearly Meeting’s Committee is a representative body whose duty is to have charge of all matters affecting the welfare of the Society in Ireland during the intervals between Yearly Meetings. It may also take action on behalf of the Yearly Meeting in connection with public affairs.”

Purpose:

Has charge of all matters affecting the welfare of the Society in Ireland.

Chapter 12 Organisation and Christian Discipline – gives the responsibilities and information in connection with the committee.

Method of Appointment:

- ❑ Nominated triennially by: Quarterly Meetings.
- ❑ Appointed by: Yearly Meeting.
- ❑ Informed of appointment by: Yearly Meeting.
 - Not more than 20 Friends from Ulster Quarterly Meeting.
 - Not more than 20 Friends from Leinster Quarterly Meeting.
 - Not more than 10 Friends from Munster Quarterly Meeting.
 - Ex Officio: Yearly Meeting Clerk and Assistant Clerks, Recording Clerk and Treasurer, Yearly Meeting Nominations Committee Clerk.

Accountability:

Reports annually to Yearly Meeting.

Duration of Appointment and Commencement:

From the close of the appointing Yearly Meeting until the close of the Yearly Meeting in three years time.

Frequency and Timing of Meetings:

Usually meets four times a year – January, March or April, June - 13.45 at Stocking Lane; and September or October (usually a two day residential in Moyallon Centre).

Life Expectancy: On-going.

Note:

The clerk is Ex Officio on Yearly Meeting Nomination of Clerks Committee

YEARLY MEETING NOMINATIONS COMMITTEE (YMNC)

Origin:

Not applicable.

Purpose:

The committee deals with routine nominations and any other nominations as requested by either Yearly Meeting's Committee or Yearly Meeting.

Method of Appointment:

Minute 25 of Yearly Meeting's Committee 2002

"Nominations Committee have asked that their membership be increased to help facilitate the overall pool of knowledge of Friends. It is agreed that there should now be three Friends from each Quarterly Meeting."

- ❑ *Nominated by: Three members of Yearly Meeting's Committee who are asked by that committee to bring the names of three Friends from each Quarterly Meeting willing to serve on the Nominations Committee.*
- ❑ Appointed by: Yearly Meeting's Committee.
- ❑ Informed of appointment by: Yearly Meeting's Committee.

Duration of Appointment and Commencement:

Three-year term from Yearly Meeting's Committee held in June.

Accountability:

To Yearly Meeting or Yearly Meeting's Committee.

Frequency and Timing of Meetings:

Usually meets on the morning of Yearly Meeting's Committee at 10.30 am.

Life Expectancy:

On-going.

Note 1:

It is very helpful if all members can attend.

Note 2

When the convenor of Nominations Committee is not a member of Yearly Meetings Committee it is important for the convenor to make sure a copy of relevant minutes has been received from Yearly Meetings Committee.

YEARLY MEETING TREASURER

Origin:

The first National Men's Meeting took place in 1669 and presumably a treasurer was appointed shortly afterwards. An early treasurer, Anthony Sharpe (1643-1707), had the misfortune to mislay his notebook of Friend's accounts and the Men's Meeting had to appoint some worthy Friends to go and help him find it! The first printed book of Ireland Yearly Meeting Advices and Rules in 1811 sets out the purpose and method of disbursement of the National Stock (Yearly Meeting Fund) and the Yearly Meeting Committee's relationship with it.

Purpose:

The main roles of the Yearly Meeting Treasurer are as follows:

- Yearly Meeting Fund is to be administered by the Yearly Meeting treasurer. This is his/her major function.
 - (with assistance from Stock broking firm for Investment portfolio advice)
 - (with assistance from the Office and Yearly Meeting Finance Committee)
- Ensuring/Arranging for the preparation of the annual Yearly Meeting budgetary forecast.
 - (with input from Yearly Meetings Committee members)
 - (with the assistance of the Recording Clerk)
- Ensuring/Arranging for the preparation of the annual Yearly Meeting accounts
 - (with the assistance of the Recording Clerk)
 - (with the assistance of an approved accountant/auditor))
- Ensuring/Arranging for an annual audit of the Yearly Meeting accounts
 - (with the assistance of an approved accountant/auditor)
- Report to Yearly Meeting and Yearly Meeting's Committee
- Authorisation of financial drafts and cheques for YM or office related activities
- Look after the running of the Ireland Yearly Meeting Office and its staff. (or whoever has been appointed to do this by OYMFC)
 - (regular contact with the office staff to address concerns, sign cheques, answer questions)
 - (review of staff contracts and conditions, with the assistance of the Office and Yearly Meeting Finance Committee)
- Attendance at Quaker House Management Committee meetings
- Attendance at Office and Yearly Meeting Finance Committee
 - (The treasurer does not have to be the clerk of the Office and Yearly Meeting Finance Committee).
- The apportioning of the Yearly Meeting charges to the provinces, previously known as the Quinquennial Review, is to be carried out annually by the treasurer and/or the Office and Yearly Meeting Finance Committee, taking the annual statistics of members into account. The start year will be 2012. The apportioned charges will be for the coming year, and give a projected outlook for the next 3 years at a minimum.
 - (This responsibility transferred from the Quinquennial Review Committee which has been laid down as per YMC minute 09.85)

Reference Minutes:

- Organisation and Christian Discipline Chapter 13 (Yearly Meeting Fund)
- Minute 13 of Yearly Meeting 1991 (Office and Yearly Meeting Finance Committee)
- Minute 23 of Yearly Meeting 2010 (Quinquennial Review)
- Minute 85 of Yearly Meetings Committee 2009 (Quinquennial Review)

Method of Appointment:

- Nominated by: Yearly Meeting's Nominations Committee.
- Approved by: Yearly Meeting's Committee.
- Appointed by: Yearly Meeting.
- Informed of appointment by: Yearly Meeting.

Duration of Appointment and Commencement:

Three-year term from the end of the Yearly Meeting at which appointments were made.

Accountability:

- Reports annually to the Yearly Meeting through presentation of audited annual accounts.
- Reports to Yearly Meeting's Committee two or three times a year.

Frequency and Timing of Meetings:

Not applicable.

Life Expectancy:

On-going.

YEARLY MEETING UNDER 19s COMMITTEE

Origin:

Minute 08/50 of Yearly Meeting's Committee authorised the appointment of a committee to take responsibility for preparing and organising a programme each year at Yearly Meeting for young people up to and including 18 years.

Method of Appointment:

Two Friends from each Quarterly Meeting nominated by YM Nominations Committee and appointed by Yearly Meeting's Committee. In addition two Friends from the host area to be appointed on an annual basis; these also to be nominated by YM Nominations Committee

Duration of appointment and commencement:

Appointed for a three year period staggered so that one or two appointments are made each year. Appointment for host area for one year.

Accountability:

Accountable to Yearly Meeting's Committee.

Frequency and timing of meetings:

As required

Life expectancy:

Ongoing

YOUTH COMMITTEE (Sub-Committee of Education Committee)**Origin:**

Special meeting of the Yearly Meeting Education Committee 12 January 1980

“The establishment of a Youth Committee on an all-Ireland basis with particular responsibility for the 18-30 year old group” was proposed.

Youth Committee was subsequently set up and appointed by Yearly Meeting Education Committee in October 1980.

Purpose:

To develop Youth activities and support suitable initiatives for Friends over 18 years. To find ways to spiritually nourish this age group.

Method of Appointment:

- Nominated by: Youth Committee and Yearly Meeting of Young Friends.
- Appointed by: Yearly Meeting Education Committee.
- Informed of appointment by: Yearly Meeting Education Committee.

Duration of Appointment and Commencement:

Three year rolling appointments.

Accountability:

Accountable to Ireland Yearly Meeting Education Committee and to Yearly Meeting. They report annually to Yearly Meeting.

Frequency and Timing of Meetings:

The Committee meets three times per year, usually in January, June and September.

Life Expectancy:

On-going.

Note:

Yearly Meeting for Young Friends aged 18+ replaced the September meeting in 2002 and this will continue.

The Clerk of Yearly Meeting Education Committee and the Youth Coordinator are Ex Officio on this committee.

YOUTH CO-ORDINATOR SUPPORT GROUP

Origin:

Min 09.25 of YMC:

We agree to the suggestion for the immediate setting up of a Committee to assist and advise and ultimately to support the Youth Co-Coordinator.

The support group would be:

A representative from Education Committee
A representative from Youth Committee
A representative from each of the Quarterly Meetings
A Friend for the Dublin area

We ask the YM Nominations Committee to nominate a Friend from Ulster, Leinster, Munster and Dublin to form the initial support group.

Purpose:

This would be a small group of Friends who have an interest in this work and they should represent all the areas involved i.e. Education Committee, Youth Committee and each of the Quarterly Meetings to ensure that the Youth Coordinator's day to day work is in all areas of the Yearly Meeting.

Their remit is to help guide the Youth Coordinator in their role and prioritise the workload and also consider the long term funding of the salary."

Method of Appointment:

- A representative from Education Committee
- A representative from Youth Committee
- A representative from each of the Quarterly Meetings
- A Friend for the Dublin area

Duration of Appointment and commencement:

Accountability:

To report to Yearly Meeting's Committee when necessary.

Life Expectancy:

APPENDICES

**ROUTINE NOMINATIONS TO COME TO YEARLY MEETING'S COMMITTEE
FROM NOMINATION COMMITTEE.**

Following needs to be checked and updated from YMC minutes

JANUARY

Every year: 2 x Check Registers and Statistics

3 x Elderly Friends Bursary Fund Committee.
2 x Quaker House Dublin Management Committee.
1 Bloomfield Care Centre Director Must be appointed in January otherwise failure to comply with rules for appointment

Every 3 years: Ireland YM Book Committee 2005,2008 etc.
Irish Council of Christians and Jews for Jan ,2005,2008.
FWCC 3 rep and 3 Alternates 2008.
Scouting Ireland 1 2007,2010
ECO Congregation Ireland 2007, 2010.
Every 2 years: 1 x Secondary Education Committee 2008,2010 (4 yr appointment)etc
Every 4 years QCEA Rep and Alternate 2004,2008.

MARCH

Every year: 1 x IQFA?
2or3 x Overseas Conferences Committee.
2 x Programme Committee - appointments from YM to YM.
6 x Review Minutes at Y.M.
1 x Church of Ireland Synod (on request only).
1 x Methodist Conference.
1 x Irish Inter-Church Meeting (every 18 months).
Every 3 years: Friends General Bursary Fund Committee,2008,2011 etc .
Historical Committee 1996, 1999,2002,2005,2008 2011etc .
Arbitration Committee 1996, 1999,2002,2005,2008,2011etc
Y.M. Treasurer 1998,2004,2007,2010.
3 x Irish Council of Churches 1996, 1999,2002,2005,2008 etc
1 x Drogheda Grammar School 2007,2010.

JUNE

Name to be received for QPS central committee to be received from IQFA and added to report to YMC

Every year: 1 x Office & Finance Committee 1996, 1999, 2002,2005,2008etc.
The Friendly word standing committee 2007 2010.
Every 3 years ICC Women's Link.
ICC Social Issues Dept

SEPTEMBER

Every year: 2 x Robert & Kezia Stanley Chapman Trust.
Every 2 years: 1 x Christian Aid 1997, 1999, 2001,2003,2004,2006 etc.
Every 3 years: 3 x F.W.C.C. members 1994, 1997,2000,2003,2007,2010 etc.
3 x F.W.C.C. alternates 1994, 1997,2000 2003,2007,2010etc.

Book of Committees Review Committee
Irish Interchurch Committee Spring 2008?
Office and finance nominated by YMNC

NOMINATION COMMITTEE INFORMAL ADVICES

– Formulated by YMNC about 1999

1/ Confidentiality

2/ Writing invitations is better than phone. Enclose details of Committee duties etc. it may be useful to consult with a Friend who has served on the committee. Recommended to ask for reply by date say two weeks from when letter is written, or by date of next meeting if this is earlier.

3/ Please try and have available replies with clerk at least 3 weeks in advance of next meeting so details can be included in next agenda.

4/ Don't Nominate people in the room. Contact Clerk in advance if necessary. (Exception, one can volunteer for positions of work but not power)

5/ If nomination from elsewhere occurs of person in room it is wise for that person to leave the room, this may also be appropriate if the person nominated is one of the family.

6/ Please prepare in advance of committees, think of suitable names from your area.

7/ Only members to be picked for committees unless it is clear that others can be picked, e.g. Gatherings Committee, Peace Process Committee

8/ Keep ones own book of committees up to date

9/ Take care not to have more friends accept to be nominated than there are approved places on the committee.

10/ Keep in mind the balance of the committee between men/women, old/new friends, between adventure and people saying "That name has not occurred to me" Beware too of hidden personal agenda that may not be representative.

Clerks Agenda

1/ Circulate agenda and draft report to YMC 10days to 2 weeks before next meeting

2/ Remember names should be put on agenda at least one session before they are required. Difficult positions to fill for example YM treasurer should be put on agenda further in advance.

3/ Give YMC clerk report at or before Lunchtime on YMC days.(It is suggested that the clerk of the Nomination committee gives the report as they can then slip in unwritten asides.)

4/ Send letters of release to those who are not being asked to continue on the committees. Eg

Dear.....

This letter is to thank you for your services on the.....from 19...to 19...

The committee intends to nominate another Friend for the next three year period as we understand it is the wish of Y.M.C. that changes in appointment be made from time to time so as to bring in other Friends. On behalf of the Nomination Committee. Yours Sincerely.

5/ Keep book of committees up to date---including YMC clerks!

6/ Send out minutes after each meeting.

7/ Check YMC minutes to see that nominations have been correctly entered in the minutes.

8/ Convenor should normally look for proposal for next convenor over the phone with other committee members at the autumn meeting before they are due to finish on the nom committee in April so that the new convenor can be appointed at the January meeting and act at the March meeting before the previous convenor is gone from the committee.

Possibilities

If responses to nominations made at committee meetings are negative, and if nomination is for a province, then it may only be necessary to consult committee members from that province to get extra name.

ROLE OF ATTENDERS

a. Yearly Meetings Committee is to consist solely of members. Other committees may have some attenders.

- b.** An attender is someone who has been attending Meeting for Worship regularly for the past one or two years.
- c.** When certain matters are being considered, such as making policy decisions for the Religious Society of Friends in Ireland, or allocating the subscriptions of Friends for particular purposes within the Society, it is not appropriate that those who have not committed themselves to Membership should make these decisions on behalf of the Society.
- d.** Attenders and those not in membership need permission of the clerk to attend Yearly, Quarterly and Monthly Meetings. They should leave when matters of membership and other sensitive subjects are to be discussed. The clerk should explain this to the attender and those not in membership and ask them to leave the meeting.
- e.** When considering nominating non members to committees, nomination committees should nominate people who have attended regularly in the last one or two years.

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