

DRAFT

Quakers in London Trustees

Terms of Reference

1. Summary of purpose

1.1 Quakers in London (QiL) Trustees are accountable to the QiL Area Meeting for the right stewardship of its work, assets and property and are legally responsible for the broad direction, general control and management of the administration of the affairs of the charitable company, QiL, with the objective of enabling the faith and witness of Quakers in London to be sustained, flourish and grow¹.

1.2 Trustees support QIL and act in accordance with its discernment. Should QIL discern action that is not legally compliant trustees are not obliged to carry it out.

1.3 In these terms of reference: 'Quakers in London(QIL)' refers to the Area Meeting which is the primary meeting for church affairs for the local meetings listed in the appendix.

2. Authority, relationships and delegation

2.1 Trustees are responsible for the implementation of any long-term vision or other plans discerned by QIL in session, within the law and available resources. They also support QIL in developing such plans if QIL requests such support.

2.2 Trustees may establish committees, including standing committees, **or trading companies**, appoint their members and delegate to them those aspects of the work of trustees as can be more effectively carried out by such arrangements. All such appointments and delegation shall be in accordance with the provisions set out in the QIL Articles of association. All such committees may co-opt any person who will help the work but shall have at least two trustees.

Finance, Employment, Property and Safeguarding Committees will be established during 2027. The terms of reference of the committees will be presented to QIL and agreed by them. Trustees may make recommendations to QIL about laying down and setting up committees.

2.3 Trustees are the employers of QIL staff and oversee the work of the **Executive Secretary**. They may delegate tasks to staff, whilst holding overall accountability.

2.4 Trustees undertake legal compliance, monitoring and scrutiny functions on behalf of QIL. They ensure that the work is being properly governed and managed consistent with the religious and charitable objects of QIL. They pay particular attention to safeguarding and environmental care.

2.5 While the primary relationship between QIL and local Quaker meetings is QIL in session, trustees have responsibility to support local meetings in their management of property and other assets and in informing them about any legal requirements.

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3. Duties

3.1 Planning

Trustees should

- a. ensure there is an operational plan and budget for the work discerned by QIL
- b. ensure that plan is progressed and regular reports provided to QILAM
- c. keep under review the work of the committees reporting to them, monitor their terms of reference and if necessary amend them. Where required, they should bring suggested changes to QIL for consideration and approval².

3.2 Stewardship of resources

Trustees are responsible for:

- a. raising funds;
- b. monitoring financial and operational performance against the operational plan;
- c. determining, and ensuring the application of, appropriate policies for accounting, investment and reserves
- d. ensuring that systems are in place to maintain:
 - the sustainable stewardship of assets;
 - the financial probity and solvency of the operations of QIL
 - the discharge of the appropriate legal and regulatory obligations;
 - insurance
- e. ensuring the sound management and usage of all assets, property, and systems (e.g. I.T.) in the ownership of QIL and in particular supporting local meeting premises committees to fulfil their responsibilities.

3.3 Employment

Trustees are the employer of QIL staff and are responsible for the recruitment, appointment and management of the Executive Secretary. They are responsible for maintaining good employment policies and practices

3.4 Governance

Trustees are responsible for ensuring the good governance and legal compliance of QIL work. They:

² Ibid 8.18

- a. appoint the external auditors; consider and approve the *Annual report and accounts* and present this for information to QILAM in session. Trustees are responsible for filing the annual report and accounts with the Charity Commission and Companies House;
- b. assess and manage the risks faced by QIL and keep under review systems of governance to ensure that necessary standards are maintained,
- c. ensure any partnerships they enter into are on terms that protect the interests of QIL.

4. Membership and attendance

4.1 All appointments are made by QILAM on the nomination of the Nominations committee. Nominations Committee will endeavour to ensure a good balance of representation from different areas of London.

4.2 Eight to ten trustees (including the clerk and assistant clerk and the treasurer) are appointed by QIL from among QIL members and normally serve for a three-year period beginning on 1st January of the year following appointment. Exceptionally three of the first appointed trustees will serve for two years, three for three years and the remainder for four years. Reappointment is possible for a second term and in exceptional circumstances for a third.

4.3 The clerk and assistant clerk are appointed by QIL from among those appointed as trustees.

4.4 One of the trustees will be appointed by QIL to serve as treasurer.

4.5 On a vacancy arising by death or request for release, interim appointments may be made by QIL

4.6 Every trustee must comply with the legal requirements for eligibility as a trustee

4.7 There will be no remuneration for service as a trustee.

4.8 The Executive secretary will serve as secretary to trustees and normally attend their meetings. Other members of staff may be asked to attend by invitation of the clerk. No member of staff can be nominated to serve as a trustee nor will any staff member be designated as carrying trustee responsibility.

5. Conduct and frequency of meetings

5.1 Meetings of Trustees are meetings for worship for business, held in faithful waiting on the Spirit, with the expectation of being guided to uphold the religious imperatives and values of the Religious Society of Friends in Britain.

5.2

All meetings of Trustees are to be conducted after the manner of Quaker meetings for church affairs, with the clerk taking responsibility for preparing minutes during the meeting

5.3 Trustees shall meet at least twice each year and additionally as required. They may agree to hold some of these meetings wholly or partly by video conference.

5.4 Trustees should agree a procedure for making decisions between meetings when necessary.

5.5 QIL trustee minutes, unless confidential, will be posted on the QIL website so as to be available to all Friends. Confidential minutes will normally be shared with the QIL Clerk.

5.6 Trustees must declare any conflict of interest before each meeting.

Training

6.1 Trustees must review each year their need for training and development and undertake such training as is necessary to maintain their ability to fulfil their duties. The Executive Secretary must ensure trustees are kept up -to- date with changes in legal requirements.

7. Agreement and review of the Terms of Reference

7.1 The terms of reference shall next be reviewed in 2029.

7.2 Approved by minute of QIL held on 2026.

Necessary Attributes and capacities of QIL trustees

All trustees need a good grounding in Quaker faith and practice and an appreciation of how the requirements of their faith relate to the society in which QIL operates and its requirements. They should understand the difference between the role of the trustee body and that of QIL in session.

Trustees should be people of good standing in their Quaker communities who can command confidence from the membership of QIL. Most QIL trustees should have experience of serving as a Quaker trustee.

They need to understand the legal responsibilities of charitable trustees. They also need to be able to digest and critically review advice from professionals. They do not need expertise themselves in matters where advice can be obtained.

They should be able to digest detailed papers and focus on the essentials. Some trustees should have good understanding of financial matters, others of property management, employment, child protection or governance to equip them for service on committees. They need to have the time, commitment and capacity to fill the role.

The body of trustees should be representative of the whole of London and show diversity of experience, age, ethnicity and gender as far as is possible in a small group.