

# Role description for QIL Arrangements Committee (QILAC)

## **Purpose**

The role of QILAC is to make arrangements for the smooth running of the QIL meetings for worship for business ( “ main meetings”) and to initiate, encourage and support the holding of such other meetings and events as QIL asks.

## **Membership and Service**

The Committee will have 6 members drawn from across London and may coopt others to serve as it considers appropriate to serve for defined periods. The term of service is 3 years. No member may serve more than two 3- year terms.

The Committee will appoint its own clerk(s). It reports to the Clerks of QIL.

## **Responsibilities**

### QILAC

1. liaises with the QIL Clerks (who have responsibility for setting agendas for QIL main meetings) to understand and develop the proposed agendas of QIL, to consider forward agendas and their practical implications and to arrange any preparatory work that may be appropriate.
2. Meets jointly with the QIL Clerks and supports them in developing and publicising the agenda, papers and arrangements for each main meeting.  
Liaises with QIL Committees about Papers in Advance
3. is responsible for the practical arrangements for meetings. It manages room bookings for all meetings, arranges internet and video facilities, makes arrangements for catering and refreshments. It recruits friends to help ensure the smooth running of each meeting
4. is alert to ways of making meetings inclusive for all friends
5. ensures that mailings and notices of QIL main meetings are sent to local meetings and individual friends
6. may authorise the website manager to place notices on the QIL website
7. gives sufficient information to the QIL Finance Committee to allow for QILAC's expenses to be included in the overall QIL budget
8. in liaison with the QIL Clerks, formulates and arranges auxiliary (fun and learning) meetings associated with the main meeting
9. Liaises with the CYP Committee to ensure suitable CYP programmes are offered at each main meeting.

10. conducts a short review meeting immediately after each main meeting and captures useful learnings in a brief report.

### **Support**

QILAC will be able to draw on staff to carry out some of their work, with the agreement of the Employment Committee.

## Members of Arrangements Committee

The 6 members plus any coopted members will include:

some Friends thoroughly familiar with Quaker organisation and ways of meeting

some Friends less familiar but interested in learning

some friends with good experience of making practical arrangements for large meetings

a mix of ages and genders and from different parts of the QIL area

at least one friend familiar with the needs of friends with differing backgrounds and neurodiversity