



Charitable Incorporated Organisation

Registered charity number: 1207878



TERMS OF REFERENCE for The Nominations Committee for Cymar

November 2024

Adopted by Cymar in session [dd.mm.yyyy]

1. SUMMARY OF PURPOSE

The purpose of the Nominations Committee is to bring nominations for Trustees for Cymar. The committee also brings nominations for Crynwyr Cymru - Quakers in Wales (CCQW).

2. MEMBERSHIP

2.1 One Friend appointed by each of the associated area meetings through their own nominations process (normally a member of the AM nominations committee). The term of service should normally be for three years, with a possibility of appointment for a further three years.

2.2 Up to two additional members appointed by CCQW, nominated by a small search group appointed by CCQW in session.

2.3 The Committee may invite other Friends to attend on an ad hoc basis as required for a specific task, but may not co-opt members on a permanent basis.

2.4 The Committee's convenor shall be nominated by its members from within its membership, appointed by CCQW, and notified to Cymar.

2.5 The coordinator of CCQW will normally attend meetings ex officio.

3. TASKS AND RESPONSIBILITIES

3.1 The Committee is responsible for seeking nominations for appointments of Trustees and Treasurer by Cymar at its annual general meeting, further Friends can be co-opted by Cymar between meetings. Names should be sent to the clerks in good time.

3.2 For appointments required in between meetings, the Committee will forward nominations to the clerk of trustees for appointment by the between meetings procedure.

3.3 The Committee will liaise with relevant individuals to maintain an up to date description of service for Cymar trustees and treasurer.

3.4 Members of the committee will liaise as appropriate with the nominations committee of the associated Area Meetings (AMs), with CCQW and with Cymar.

3.5 The Committee will make recommendations to Cymar concerning nominations and appointments policy.

3.6 The committee should ensure that an up to date list of appointments is maintained, including terms of service, and make this available to clerks and other officers of Cymar.

3.7 The clerk of Cymar will ensure that

- The appointed Friend is informed about the appointment made, the support available (including financial arrangements) and responsibilities of the task;
- Letters of release can be sent to those who have come to the end of their service.

3.8 The committee will keep all Friends in Wales and in their respective AMs aware of the opportunities for service to Cymar, including on its subcommittees.

4. FREQUENCY OF MEETINGS

4.1 The nominations committee should meet together at least 3 times per year and will seek an appropriate balance between meeting together and communicating individually or collectively in other agreed ways. The convenor will have responsibility for scheduling these meetings.

5. WAYS OF WORKING

5.1. The nominations committee will normally meet using virtual technology and may in exceptional circumstances arrange to meet face to face.

5.2 The committee may formally appoint task and finish subgroups and record any activity delegated to such a group; such groups will normally contain at least one member of the committee and/or the coordinator. The Nominations Committee should expect regular reports from such groups.

5.3 The convenor of the committee will ensure that new members of this committee receive appropriate induction into its work, as it relates to Cymar appointments.

5.4 Any conflicts of interest which make it difficult for a member of the group to contribute to any specific discussion should be noted.

5.5 Members of the Committee should be available to assist the clerk of Cymar with between-meeting decisions relevant to their terms of reference.

5.6 The committee should consider, cost and budget for any proposed activity, consulting with the treasurer, before incurring expenditure.

5.7 The committee should use a secure confidential digital platform to exchange information about suggestions and approaches, in compliance with data protection and privacy policies.

6. AUTHORITY AND ACCOUNTABILITY

6.1 The nominations committee is accountable to CCQW in respect of the nominations requested by CCQW and to Cymar in relation to the nominations requested by Cymar.

6.2 Nominations committee will report on its work to CCQW at least once per year and may report more frequently as required. It will report annually to Cymar through the annual general meeting.

6.3 Nominations committee will work according to the Quaker business method, as described in chapter 3 in Quaker faith & practice.

6.4 The nominations committee must use notes or minutes to keep a record of its meetings. A digital record of between meetings decisions must be created and

should be noted at the following meeting of the committee. Significant decisions should be recorded at the meeting in the form of a minute.

6.5 Minutes or notes of all meetings must be stored centrally by CCQW, and be accessible on request to relevant Cymar personnel. It is the responsibility of the convener to ensure all minutes, notes or papers are archived or shared with CCQW personnel for archiving.

6.6 The Committee shall work within these terms of reference, under the authority of Minute [X] of Cymar held [date]. The terms of reference will be reviewed every 5 years by a group appointed to this task. Should urgent amendments be required in the meantime, these can be proposed by the committee to Cymar.