

**Cymdeithas Grefyddol y  
Cyfeillion (Crynwyr)  
yng Nghymru a'r**

**Cymar**

**The Religious Society of  
Friends (Quakers) in  
Wales and the Marches**

## **Charitable Incorporated Organisation**

### TERMS OF REFERENCE for The Nominations Committee for Cymar

This is an amended version of the one adopted by Cymar in session 09 November 2024 (KR/EFT 20.08.2025)

#### 1. SUMMARY OF PURPOSE

2. The purpose of the Nominations Committee is to bring nominations for Trustees and for identified support tasks to assist Cymar Trustees. The committee also brings nominations for Crynwyr Cymru - Quakers in Wales, CCQW and has a separate Terms of reference for this work.

#### 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 may be appointed to serve.

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.

#### 3. TASKS AND RESPONSIBILITIES

3.1 The Committee is responsible for seeking nominations for appointments of Trustees and Treasurer to the Cymar Trustees body, usually at its Annual General Meeting. There is an option for further Friends to be co-opted by Cymar between general meetings if necessary. Names should be sent to the clerks in good time.

3.2 In addition, the Committee will seek nominations for the appointment of Friends who will assist trustees with their work, such as members of task and finish groups or individual assistants. Appointments will be made by Cymar trustees.

3.3 For appointments or co-options required in between meetings, the Committee will forward nominations to the Cymar clerk to trustees for appointment by the between meetings procedure.

3.4 The Committee will liaise with relevant individuals to maintain an up to date description of service for Cymar trustees, treasurer and trustee support roles.

3.5 Members of the Committee will liaise as appropriate with the Nominations Committee of the associated Area Meetings (AMs), with CCQW and with Cymar.

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

3.7 The Committee should ensure that an up to date list of Cymar Trustee appointments is maintained, with starting dates for the agreed periods of time, and make this available to Cymar trustees as required.

3.8 Following nomination and appointment, the Cymar Clerk to Trustees 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 are sent to those who have come to the end of their service.

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

#### 4. SAFEGUARDING

4.1 The Committee will take safeguarding into account when considering the suitability of an individual for nomination for appointments of those coming into contact with children, young people or adults at risk.

4.2 Members of the Committee should have a Safeguarding Induction at the start of the role (Basic Safeguarding Training is advisable but not essential). The Cymar Safeguarding co-ordinator will provide up to date information on 31:8 training opportunities and courses will be funded by Cymar.

4.3 The members of the Committee will ensure that safer appointment practices are used for the roles that require them (SR3a in the latest Cymar Safeguarding Procedures under construction for the Cymar Website)

4.4 On behalf of the Cymar Safeguarding Coordinator, the Committee will keep paper records, for those roles where this is required, of personal details (SR3c) and references (SR3f, SR3g) related to the appointment of each nominee, in a secure place. Custody of these documents will be transferred to the AM Safeguarding Coordinator as soon as practicable.

4.5 Electronic records of the work of the Cymar Nominations Committee related to Safeguarding will be stored securely in the Cymar Nominations Google Folders, accessible through shared links to members of the Nominations group.

## 5. FREQUENCY OF MEETINGS

5.1 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.

## 6. WAYS OF WORKING

6.1 The Nominations Committee will normally meet using virtual technology and may in exceptional circumstances arrange to meet face to face.

6.2 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.

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

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

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

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

## 7. AUTHORITY AND ACCOUNTABILITY

7.1 The Nominations Committee is accountable to Cymar in relation to the nominations requested by Cymar.

7.2 The Nominations Committee will report on its work to Cymar annually through the Annual General Meeting.

7.3 The Nominations Committee will work according to the Quaker business method, as described in chapter 3 in Quaker Faith & Practice.

7.4 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.

7.5 Minutes or notes of all meetings must be stored centrally, and be accessible to named Cymar trustees. It is the responsibility of the convener to ensure all minutes, notes or papers are archived or shared with Cymar Trustees for archiving.

7.6 The Committee shall work within these terms of reference, under the authority of Minute (X] of Cymar held on Date (X).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 Trustees.