

Trustees are appointed by the Area Meeting (AM) to serve for three years and may go on to serve for a second triennium. Trustees must be members of the Society of Friends. It is helpful if the Trustees can be chosen to include representatives from each of the Area Meeting's constituent Local Meetings (LMs).

It is also helpful if each Trustee can work with a deputy. Where a Trustee has been appointed to represent a particular LM, a deputy from the same Meeting can become familiar with the role of trustee and be willing to become their LM's Trustee in due course. Such deputies should have time to see the work being carried out by Trustees and be ready to contribute fully in due course.

A Trustee should:

- be a member of West Wiltshire and East Somerset Area Meeting;
- have an interest in and experience of (whether professional or personal) the good management of finance and property;
- be supported by references and have completed the safer recruitment process in accordance with the safeguarding policy;
- have made a probity declaration;
- update their entry in the register of skills and interests at least once in each triennium;
- be familiar with the *Handbook for Trustees of Quaker Meetings*;
- be aware of where Trustees' documents are filed centrally, and of the range of resources available;
- receive agenda and supporting papers, minutes, and any other documents that are circulated to the Trustees;
- attend most—preferably all—of the Trustee meetings each year;
- attend and contribute to the Trustees' annual strategy and review day;
- attend relevant courses and safeguarding training;
- represent their LM's interests and concerns to the Trustees;
- attend at least two of the four Area Meetings each year;
- ensure that information from the Trustees' meetings and Minutes are relayed to local Friends and the local Meeting for Business as appropriate;
- support the Clerk to the Trustees by taking on areas of responsibility in addition to representing their LM;
- support the learning of their LM's Deputy Trustee by encouraging attendance at training courses and induction sessions, and by briefing them after each Trustees' meeting;
- delegate aspects of their work or attendance at meetings to the Deputy Trustee when appropriate.

Issued	1 May 2015	<i>West Wiltshire and East Somerset Area Meeting of the Religious Society of Friends</i>
Accepted by Trustees	17 January 2022	
Revised	17 Jan 2022	

*A general outline of the role of Area Meeting Trustees can be found on the BYM website: <https://www.quaker.org.uk/our-organisation/quaker-roles/trustees>. See also Quaker Faith & Practice chapters 14 &15.*

<b>Date</b>	<b>Change</b>	<b>Authors</b>

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