



Trustees: Ultimately accountable for charity activity. Provides oversight and accountability on behalf of Members.

Membership: FSSE Clerk; FSSE Assistant Clerk; FSSE Treasurer; Three others appointed by AGM; One appointed by Meeting for Sufferings (at least two trustees must not serve in any other capacity).

Executive Committee: Manages non-event activity throughout the year (especially relating to finance).

Membership: FSSE Clerk; FSSE Assistant Clerk; FSSE Treasurer; Bookkeeper; 2 or 3 others appointed by AGM (may also be serving as trustees).

Management Committee: Manages overall event activity including looking ahead to following years, formulates policy relating to events.

Membership: All members of Executive Committee; All members of Summer School Event Coordinating Team; All members of Senior Conference Event Coordinating Team (including members of Senior Conference Arrangements Committee); AM Representatives.

Event Coordinating Teams: Manage the individual events, on an annual cycle

Membership of Senior Conference Coordinating Team: Joint Event Coordinators, Booking Secretary, Senior Conference Arrangements Committee (appointed by Senior Conference not AGM).

Membership of Summer School Coordinating Team: Joint Event Coordinators; Joint Planning Coordinators; Booking Secretary

Responsibilities of Area Meeting Representatives/Correspondents

- (a) To ensure that information relating to events is provided to eligible young people in their Area Meeting, particularly to those who haven't previously attended FSSE events/become eligible to attend events.
- (b) To assist young Friends from their Area Meeting in accessing bursaries and to support their participation in FSSE activities.
- (c) To attend the Annual General Meeting

Responsibilities of a Members' Meeting (including Annual General Meeting - AGM):

- (a) ensure that a Quaker ethos is maintained during FSSE events and activities
- (b) to receive at the AGM a report from the Trustees (this would be equivalent to the Annual Report and Accounts but this could be before the accounts are approved by the trustees)
- (c) appoint Trustees, Executive Committee, Event Coordinators, Planning Coordinators and Booking Secretaries and other roles as appropriate
- (d) agree the membership of FSSE in line with the constitution
- (e) to act as the primary decision making body of FSSE including confirming decisions of the Executive Committee and Management Committee
- (f) where necessary approve, maintain and monitor policies

Responsibilities of Trustees:

- (a) ensure that a Quaker ethos is maintained during FSSE events and activities
- (b) to monitor the work of the executive committee and management committee
- (c) ensure that activities of FSSE are in accordance with the objects of the organisation and to report this to the AGM.
- (d) approve the accounts and annual report
- (e) monitor organisational governance
- (f) ensure compliance with charity law and Charity Commission requirements (including submitting annual report and accounts), with other legislation, and with the constitution.
- (g) maintain a relationship with outside bodies (especially Britain Yearly Meeting)

Responsibilities of Executive Committee:

The Executive Committee would serve the functions currently undertaken by the Finance Committee and some of the functions undertaken by the current Joint Management Committee. It would meet as necessary, and once a year at least.

- (a) ensure that a Quaker ethos is maintained throughout all events and activities of FSSE
- (b) oversee and approve the budget including setting fee levels (in consultation with Management Committee).
- (c) produce and distribute information
- (d) ensure events are advertised and information is distributed to all member Area Meetings
- (e) draw up job descriptions for specific roles within the organisation
- (f) arrange proper insurance cover, including public liability insurance
- (g) fundraise as necessary
- (h) maintain policies on reserves, bursaries and other policies as necessary
- (i) maintain policies on equal opportunities
- (j) produce an agenda for the Annual General Meeting (in consultation with Management Committee and Trustees)

- (k) ensure it has sufficient expertise to carry out its responsibilities (either by training its members or by co-opting others onto the committee)
- (l) write the annual report for approval by Trustees
- (m) maintain a register of members
- (n) maintain a website
- (o) manage a complaints policy
- (p) maintain an organisational 'information base'
- (q) find and bring forward nominations for appointment to a Members' Meeting

Responsibilities of Management Committee:

- (a) ensure that a Quaker ethos is maintained throughout all events and activities of FSSE
- (b) oversee the choice of venues
- (c) review the events annually including gathering information from participants and volunteer staff
- (d) oversee the work of the Event Coordinating Teams
- (e) appoint volunteers recruited by Event Management Teams
- (f) maintain a policy for training Management Committee and volunteers
- (g) establish and maintain a child protection policy
- (h) monitor the implementation of FSSE policies at events

Responsibilities of Event Coordinating Teams:

- (a) ensure that a Quaker ethos is maintained throughout all events and activities of FSSE
- (b) recruit volunteers ensuring safe recruitment practice (references and CRB disclosures)
- (c) ensure that all volunteers are equipped to carry out their responsibilities (including overseeing training or making recommendations for training needs to Management Committee)
- (d) plan and run safe and appropriate Quaker events
- (e) produce budgets for the events and oversee income and expenditure – reporting to executive committee
- (f) administer participant bookings and ensure distribution of pre-event information to participants
- (g) ensure events are run according to all policies of FSSE, Executive Committee and Management Committee

Relationship between Trustees and Executive Committee

The relationship between these groups is key to the overall running of FSSE including policy, finance and governance. Key questions:

Why have an overlap in who is on these two groups? Because it is a waste to have different people when some people can perform more than one role. It can be difficult finding volunteers and to get two different sets of people will be really difficult. Communication between the two committees will be crucially important, and if they share a lot of people, that will happen easily.

Why have separate trustees who are not on Executive Committee? It is important to have a few independent trustees – those who are not involved in the running of the organisation, and can handle difficult situations that may arise, possibly even blowing the whistle and calling a Members' Meeting, or contacting the Charity Commission.