23 September 2020

Handbook Revision Committee Liaison Friends

**Guidelines and Role Description –**

*Overview*:

The Handbook Revision Committee is responsible for the cyclical review of the handbook of procedures, practices and protocols of The Religious Society of Friends. This is an Australia Yearly Meeting Committee. AYM 2018 requested that each Regional Meeting appoint Liaison Friends to assist the Committee.

*Role and Responsibilities*:

* Liaison Friends contribute to the detailed revision of the text of the Handbook seeking to ensure that procedures and protocols accurately describe the practices of The Religious Society of Friends, and in particular of their own Regional Meeting, at the time of writing. Members of the Committee have an eye to both semantic and syntactic accuracy of the text.
* Liaison Friends have the further responsibility of presenting changes suggested by the Committee to the Regional Meeting they represent and for providing feedback from their Regional Meeting to the Committee.
* Liaison Friends read and comment on drafts of Handbook Revision by email and in Zoom meetings as called by the Convenor.

*Requirements:*

* It is helpful when Liaison Friends have a broad picture overview of the Society and knowledge of its procedures, practices and protocols.
* It is also helpful when Liaison Friends have an eye for detail and minutiae together with a sound grasp of English grammar, spelling and semantics.

*Committee Membership and Meetings:*

The Handbook Revision Liaison Friends are representatives of their Regional Meetings.  Up to 4 may be appointed by the Regional Meeting each for a term of 3 years.

*Date for review:*2023