

Role description for Nominations Committee member.

Role title: **Member of Regional Meeting Nominations Committee**

Member or Attender of the Society

Approved by NSWRM on 5.5.2018

Overview and purpose of role

The core responsibility of members of the Nominations Committee is to discern whose name to bring forward to fill Regional Meeting vacancies for the approval of the gathered meeting for worship for business, to ensure the proper completion of tasks for the Regional Meeting.

Nominations Committee is the servant of the Regional Meeting. The Committee's process starts when the Regional Meeting identifies the need for a task to be performed and a nomination sought.

Nominations Committee is the only committee of which the clerk is not a member *ex officio*.

Responsibilities list

- Meet in a spirit of worship, having clearly understood the task(s) which the meeting has identified as needing to be done. Meetings are confidential.
- Consider possible names in an open-minded process, in an endeavour to reach unity. This is a deeply Spirit-filled discernment process, which requires deep listening to other committee members as they bring forward names.

*'The person to be asked to serve is chosen out of worship
and from a sense of their gifts for a particular task'*

- Nominations Committee members should endeavour to get to know Friends' gifts, remembering that a gift may be latent.
- Age and gender may be pertinent considerations, depending on the role.
- A perception that a Friend is 'too busy' is not relevant. It is the responsibility of the individual Friend to discern what they may be led to do.
- Ask Friends whose names have been discerned as possible office-bearers if they are willing to serve. Upon their agreement, their name is brought forward to a gathered Regional Meeting for worship for business for discernment.
 - It is important that such Friends understand clearly what their role would require and the term of their service (usually from 1-3 years, commencing on and concluding on agreed dates).
 - It is desirable for the Nominations Committee to supply job specifications drawn up by past and present holders of various offices.
- If the Committee cannot reach unity, or cannot discern a name to bring forward, this should be the basis of their report to the gathered meeting for worship for business.
 - If the Committee has discerned an alternative process which will achieve the completion of the tasks identified as necessary by the meeting, they may wish to include this as a part of their report for the discernment of the business meeting.

Role description for nominations committee member

- It is not the responsibility of the Committee to fill a vacancy if no suitable name can be discerned, or if Friends are unwilling to serve. It is the business meeting which has the responsibility for ensuring tasks are done.
- It is also the Committee's responsibility to ensure that, if at all possible, tasks are rotated amongst members of the meeting.
 - While a Friend may be asked to serve a second three-year term, it is not normally desirable that they continue serving in the same role for longer, as it may inhibit the discernment of fresh names. It may also lead to an inappropriate sense of ownership rather than service.
 - Rarely, and in consultation with Ministry and Care Committee, it may be necessary to suggest a Friend lay down their service so another Friend may serve.

'Attend to what love requires of you, which may not be great busyness'

- Keep updated records of RM office-bearers and their term of appointment.
- Attend to any task as requested by the RM meeting for worship for business.
- Minutes of meetings are treated as confidential.

Resources

- *AYM Handbook of practice and procedure.*
- *Advices and queries.*
- *this we can say.*
- *BYM Quaker faith and practice, especially section 3.*
- *The Nominating Committee Process of Strawberry Creek Monthly Meeting, <http://strawberrycreek.quaker.org/job-descriptions/nom-process.pdf> (accessed 22.12.2017)*
- *Faith and practice: a guide to Quaker discipline in the experience of Pacific Yearly Meeting of the Religious Society of Friends (2001).*