

## **The Backhouse Lecture Committee**

Members of the Backhouse Lecture Committee are appointed for six years at Yearly Meeting on the recommendation of the Nominations Committee.

Membership of the Committee should be such as to include Friends able to choose relevant topics and speakers, as well as Friends with a knowledge of writing and publishing.

The procedure to be followed by the Committee is as follows:

- a) select a possible lecturer, and make informal enquiries about the availability of that person, the topics preferred and the extent of financial assistance needed (e.g. for travel);
- b) recommend a name to Standing Committee at least eighteen months in advance of the date proposed, so that a formal invitation can be issued in the name of Yearly Meeting;
- c) ask the lecturer to submit at least nine months in advance an outline of the lecture so that the Committee can assess its suitability for Australian conditions;
- d) ask the lecturer to submit the final text at least three months in advance to allow time for editing and publication prior to the date of the lecture. (There may be circumstances under which the Committee may decide that it is inappropriate to have the lecture printed.)
- e) arrange for the printing of the lecture in sufficient quantities in time for sale immediately after the delivery of the lecture;
- f) ensure that a suitable venue is arranged for the lecture and that adequate publicity is given in the host city;
- g) arrange for the distribution of the lecture to appropriate libraries etc through the Yearly Meeting Secretary.

The Backhouse Lecture Committee should maintain a list of possible lecturers and should periodically invite Friends to submit names for inclusion on the list as well as topics which might be used as the basis for a lecture and any other relevant ideas about the lecture.