

Role Description for EMES Executive Committee Members

Background and function: The Executive Committee (EC) is responsible for the management of the charity between Annual Meetings and is empowered to make policy decisions. Details relating to what is expected of Trustees and the EC are included in the EMES Constitution. According to the Constitution and Scottish Charity Law, a member of the EMES EC is also a trustee of FWCC-EMES. Trustees have overall responsibility for FWCC-EMES compliance with the provisions of the Charities and Trustees Investment (Scotland) Act 2005 and other relevant legislation and for making sure that the charity is doing what it was set up to do. Trustees are responsible for arranging a review of the annual financial reports in the required format. They receive no remuneration, but expenses incurred in fulfilling these responsibilities are covered.

Service: EMES EC members are appointed for a period of three years. According to the EMES Constitution, the EMEYF nominee can only serve for 3 years. The amount of time required per year is approximately 11 days, plus travel and preparation.

Executive Committee meetings: The EC conducts its meetings in accord with normal Quaker business practice and discernment. If the Clerk is absent, the Constitution allows for the members present to choose one among their number to serve in this capacity during the meeting. In normal circumstances, the EC meets three times a year: at the time of the Annual Meeting and on two other occasions during the year to monitor progress and financial performance. These face-to-face meetings usually take place in February/March and September in different parts of the Section, the aim being to connect and worship with local Friends and learn more about their meetings and needs. EC meetings are sometimes held by Skype/Zoom as and when appropriate. The EC meets electronically (by Skype/Zoom) on the fourth Monday of each month to worship together, with a view to strengthening its sense of community.

Team work: The EC, and especially its Clerk, works in close cooperation with the Executive Secretary. Together they are responsible for planning and conducting the FWCC-EMES Annual Meeting. The EC agrees a Plan of Work for the staff, recommends the budget to support this work to the Annual Meeting and monitors and evaluates progress. The EC is responsible for decisions and follow-up related to the Spiritual Growth Fund.

Other tasks: Members of the EC may undertake practical tasks as discerned by the committee, such as representation, visitation, pastoral care or serving on sub-committees set up by the EC. EC members also take it in turns to conduct reflective appraisals with the staff and to work with the Treasurer in the sifting group for Spiritual Growth Fund applications.

Skills: The overall aim is to have a mix of gender, age, geographical representation and skills in the committee. No one member is expected to be skilled in every single aspect of the committee's work. However, the *basic required skills* for all members are:

- A reasonable command of English – the EC's working language.
- Ability and willingness to use electronic communication devices (video-conference, Skype/Zoom etc).
- A willingness to travel – EC meetings and Annual Meetings are all held at locations throughout the Section and committee members may be asked to represent EMES at Yearly Meetings, Border Meetings etc.
- Familiarity with Quaker practices of discernment and the Quaker business method.
- Ability to work in a team.