



Britain Yearly Meeting
of the Religious
Society of Friends

Governance Gold

Dear Friends,

We are beginning a new initiative to assist clerks in keeping up to date with governance matters set out in *Quaker faith and practice*.

Our 'red book' gives us full information about the how and why of Quaker practice. There is a great deal of information to digest and there are changes from time to time. We hope by highlighting particular actions or issues to support you in following our agreed process.

Governance Gold will come with the clerks' monthly mailing and give brief details of changes to practice or other governance matters of relevance to clerks of local and area meetings. We hope you will find these build into a useful reference resource over time.

Overleaf you will find a further explanation as to the content you can expect to find in a *Governance Gold* update and the first one is also enclosed.

In Friendship,

A handwritten signature in black ink, appearing to read 'Paul Parker', written in a cursive style.

Paul Parker
Recording Clerk

Governance Gold



For the attention of: AM & LM clerks

Who is this for?

All *Governance Gold* papers will be sent to local meeting & area meeting clerks. It may be that some actions requested are specific only to either local meeting or area meeting clerks. This will be made clear in the text.

What to do with it?

Please make yourself familiar with the content and take any actions required in your role as LM or AM clerk.

We suggest that you keep these sheets in either paper or electronic format so that they build up into a reference resource. When you hand on the role of clerk to another Friend please pass on these papers as part of your handover.

How will I know it is up to date?

We will let you know if there are any further updates on the topic. If information becomes out of date we will provide a further *Governance Gold* paper to clarify the situation and say which previous paper should be discarded.

What are 'Gold papers'?

Britain Yearly Meeting committees refer to policy papers as 'Gold papers'. These are the key reference minutes and papers which will need to be referred to on an ongoing basis and which are often printed by departments on gold paper. This makes them easier to distinguish from other minutes and papers when they are needed.

We are producing *Governance Gold* in the same way so that these gold coloured sheets will be distinct within the clerks' monthly mailing.

Any further questions about *Governance Gold*?

Please contact Michael S Booth, Support for Meetings Officer at Friends House:
020 7663 1023, michaelsb@quaker.org.uk

Governance Gold



No. 1: December 2014 Reporting changes of appointment

For the attention of: AM & LM clerks

Governance update from the Recording Clerk's Office

Quaker faith & practice gives us full guidance as to how to be in right ordering for our church affairs. Our faithfulness in following our agreed process upholds our Quaker community. In these papers we are highlighting matters for your attention and action. Please keep these papers for ongoing reference.

Action requested

Please remember to report changes of appointment of clerks, treasurers, clerk to trustees and registering officers to Britain Yearly Meeting staff in Friends House.

Why

Keeping Friends House staff updated with the names and addresses of your meeting's appointments means that we will be in contact with the right person and the previous post-holder will not receive correspondence that they will need to forward.

How

Please send details of changes of appointments (remembering to include the dates of service) to updates@quaker.org.uk or by post to: Updates, Freepost QUAKERS (no stamp required).

If you are in regular contact with other staff members and let them know of an appointment update, then please ask them to forward the information to the updates@ email address.

Quaker faith & practice:

End of §4.04 (area meetings)

The Recording Clerk should be kept informed also of the names and addresses of clerks, clerks to trustees, treasurers and registering officers.

End of §4.35 (local meetings)

The meeting must at least appoint a clerk or convener and also a treasurer if it has any financial activities, or alternatively, Friends to share these responsibilities. The Recording Clerk should be informed of the names and addresses of the current holders of these offices in all local meetings.