

Proposed Single Organisation
 Religious Society of Friends (Quakers) in Scotland
 Quakers in Scotland (QiS)

A draft memorandum of understanding (MOU) describing who does what, Quakers in Scotland (QiS), Local Meetings (LMs) or Trustees.

The MOU will be revised as situations and circumstances change.

Stewardship involves prayer, and it involves thought, and it involves applying what emerges from the two. As individuals our particular talents may lead us to greater emphasis on one of those two elements, but they can never be wholly divided within any of us, and as a community we need to be faithful to all three: prayer, thought and application.

Christine Davis QF&P 15.01

This MOU seeks to provide clarity about

- Who does what particularly in areas of overlapping responsibility
- What should be reported to whom
- Legal responsibilities of the trustees and where these are delegated to QiS or LMs

Local Meetings, this document refers almost entirely to their formal business proceedings and the actions of those Friends appointed to specific roles. (Note QF&P 4.32 regarding their relationship with their AM/QiS)

Quakers in Scotland (QiS), this document refers almost entirely to their formal business proceedings with their Quaker minutes and the actions of those Friends appointed to specific roles.

The QiS is a **Scottish Charitable Incorporated Organisation SCIO** with appointed trustees. Every member of QiS is a member of the SCIO. The members appoint and oversee the work of its trustees.

Trustees are the trustees appointed by members of the SCIO and work in accordance with its governing document which sets out how the charity and its assets are to be administered and managed.

Trustees are required to take responsibility for the affairs of the membership body in relation to:

- a) Ensuring that its financial procedures are appropriate and its funds are put to proper use
- b) The maintenance and management of properties
- c) Ensuring that potential risks, including reputational risks are identified, evaluated and managed
- d) Compliance with legal requirements pertaining to charitable bodies including such matters as employment, safeguarding, health and safety. This includes compliance with the charities act 2011 and the regulations of the Office of Scottish Charity Regulators OSCR.

Trustees will act independently in these areas of responsibility, but on any major issue impacting on the life of an LM or QiS will consult with them.

Communication

It is the responsibility of the trustees to report to QiS and its membership as laid down in the constitution and to establish, maintain and publicise the communication channels by which QiS can raise matters with the Trustees.

Informal communication between LM, QiS and trustee role holders is important but formal matters should be dealt with by exchange of minute.

Any formal matters will be dealt with by means of a minute from the LM or QiS to the Trustees, and vice versa.

Minutes of Trustee meetings will be sent to the QiS clerks for information and are publicly available on the QiS website.

QiS minutes will be sent to the clerk of trustees for information.

The table which follows sets out the delegation and division of responsibility and the various actions that are required. A separate part of this MOU gives more detail of the relationship between the LMs and the trustees in relation to property, so the table only contains a very brief outline.

Quaker Work	Local Meeting	Quakers in Scotland	Trustees
Meeting for Worship	Makes all the arrangements. Reports as required to QiS	Receives report of the spiritual life of the LMs	Reports on public benefit and spiritual life of Quakers in Scotland in annual report
Membership	Encourages attenders to consider membership at an appropriate time	Accepts Friends into membership, minutes deaths, terminations and arranges for transfers to and from another AM	
Eldership	Discerns arrangements appropriate for the size of their meeting.	Appoints Elders . Holds periodic meetings of Friends appointed. QiS Elders Team ensures eldership support is available to all meetings Receives reports from Elders at each meeting	
Pastoral care	Discerns arrangements appropriate for the size of their meeting	Appoints Pastoral Care Friends. Holds periodic meetings of Friends appointed. QiS Pastoral Care Team ensures pastoral care support is provided to all meetings	

Children in meeting (for safeguarding see legal)	Makes suitable arrangements for the nurture of children in their meeting	Appoints Children's Advocates to support LMs. May arrange occasional events for children and young Friends.	
Library	Arranges for the purchase of materials and encourages their use		
Outreach	Makes the presence of Friends known in their local community	QiS Outreach Team arranges occasional events for enquirers. Arranges events and material about Quakers in Scotland working with BYM staff Supports Quaker reps on other organisations	
Witness	Encourages witness and involvement in groups working locally on matters of Quaker interest.	Receives reports of the activities of LMs Encourages and organises involvement with witness within Scotland including arranging for Quaker views to be presented to the Scottish parliament. Working with the Parliamentary Engagement Working Group to support the Parliamentary Engagement Officer. Working with Churches Together in Scotland and other relevant public bodies and voluntary bodies in Scotland	
Environment	Considers the environmental impact of their activities including that of any meeting house or other property.	Considers the environmental impact of their activities. Organises involvement with witness within Scotland	Takes account of the environmental impact in any discernment about property and policies
Meeting for church affairs	Appoint LM Clerk and Assistants if appropriate for the size of their meeting Using Quaker business method, holds a meeting for church affairs as appropriate for the size of their meeting	Appoint QiS Clerk and Assistants as required. Using Quaker business method, holds regular meetings to discharge its responsibilities and consider the spiritual nurture of its members and other matters of Quaker interest	Using Quaker business method, holds regular meetings to discharge its responsibilities
Membership list	Reports any changes to QiS co-ordinator and checks the list annually	Appoints QiS Membership Administrator to maintain a list of members and completes the tabular statement Informs Trustees of changes	Maintains a membership register in compliance with the constitution

Archives	Follow QiS policy	Follow QIS policy	Agrees policy on archives. Ensures records are kept in accordance with the policy
Communication	Communicate with QiS as required	Liaise with Trustees as required Provide information to BYM as required by QF&P	Communicate with membership, report to BYM and OSCR as required
Newsletter	Provides information and articles for the newsletter. Produces local newsletters as appropriate	Appoints an QiS Editorial team to produce and distribute the newsletter Scottish Friend	
Representation	To QiS	Appoints Representatives to Meeting for Sufferings, QCCIR, QL and any other relevant body	
Nominations	Finds Friends to undertake the tasks required for LM Contributes to QiS nominations process	Appoints a QiS Nominations committee/team . Finds Friends to undertake the tasks required for QiS via the nominations process	Ensure there are sufficient trustees appointed to fulfil its purposes. May co-opt Friends who have been nominated to serve. If there are insufficient trustees and none are nominated, may co-opt appropriate Friends to serve.

Finance	Local Meeting	Quakers in Scotland	Trustees
Financial control	Appoint LM Treasurer and Assistants if appropriate for the size of their meeting	Appoint QiS Treasurer and Assistants as required	Appoint Auditors
Bank accounts	Can hold bank accounts with appropriate security	Hold bank accounts with appropriate security	
Bookkeeping	Follow the bookkeeping system of the QiS	Implement and hold the central bookkeeping system	Agree the bookkeeping system
Delegated finances	All expenditure must reflect the charitable objectives of the QiS. Trustees may set appropriate limits on expenditure.	All expenditure must reflect the charitable objectives of the QiS. Trustees may set appropriate limits on expenditure. Funds include those for work delegated by BYM	Trustees may set appropriate limits on expenditure for LMs, QiS Receive some funds from BYM for delegated work.

Investments	Consult with trustees on investment of general, designated, restricted and endowment funds	Consult with trustees on investment of general, designated, restricted and endowment funds	Regularly review and monitor investments across QiS taking ethical considerations into account
Reserves	Hold sufficient funds for the LMs activities	Holds sufficient for the QiS activities	Reflect on the reserves policy and the level of reserves held by each LM and by QiS
Income	Distribute information to encourage Friends to contribute to the LM, QiS and to BYM funds in line with their personal circumstances	To agree the level of contribution required by QiS and distribute this information to LMs May also include sales of books, residential events bookings	Apply for and receive grants from bodies such as BYM, trusts etc
Accounts	Ensure accounts are kept, are shared with the LM and sent to the trustees with relevant paperwork for auditing Accounts will be recorded on an online accounts package (<i>Xero</i>)	Ensure accounts are kept, are shared with the trustees with relevant paperwork for auditing. Accounts will be recorded on an online accounts package (<i>Xero</i>)	Accounts are consolidated and audited. Annual report and accounts presented to the members and forwarded to BYM and OSCR
Budgets	Prepare, agree, and monitor an annual budget for LM	Prepare, agree, and monitor an annual budget for QiS	Prepare, accept, and monitor annual budgets
Insurance			Purchase insurance to cover all aspects of Quaker work of its constituent bodies

Property	Local Meeting	Quakers in Scotland	Trustees
Property Management	Appoints LM Property Committee Nominates to QiS Property Committee	Appoints QiS Property Committee	Appoints 2 Trustees to QiS Property Committee
Day to day management of meetinghouses & staff	Manage day to day cleaning, hirings and staff.	QiS Property Committee meets regularly and reports to Trustees.	Legal responsibility for property, Clerk of trustees signs all legal documents.

Major works buying or disposing of property	Discernment of best way forward in liaison with trustees	Discernment of best way forward in liaison with trustees and LM	Discernment of best way forward in liaison with LM and QiS involved
Maintenance	Manage day to day maintenance. Respond to quinquennial survey in liaison with trustees	QiS Property Committee organises quinquennial survey of all property. Liaise with LM about implementing recommendations	.
Burial grounds	Day to day management of nearby burial grounds as agreed with trustees.		Provide budget for and ensure it is inspected annually

Legal	Local Meeting	Quakers in Scotland	Trustees
Compliance	Supports the nomination process	Appoint Trustees	Co-opt additional Trustees if required
Health and safety, risk assessment	Be aware of these issues in relation to any LM activity. Follow QiS policy	Appoint QiS Health & Safety Officer . Be aware of these issues in relation to any QiS activity. Follow QiS policy	Keep policy under review, ensure constituent bodies are complying Review, update and report on risk register annually
Safeguarding	Discerns arrangements appropriate for the size of their meeting. May appoint LM safeguarding officer Report incidents immediately to QiS Safeguarding Officer Report annually to QiS	Appoint QiS Safeguarding Officer Report incidents immediately to Trustees Report annually to Trustees	Appoint Safeguarding Trustee Keep policy under review Ensure constituent bodies are complying, Report annually to BYM
Data Protection	Follow policy, report to QiS as required	Appoint QiS Data Protection Officer . Follow policy, report to Trustees as required	Keep policy under review, report to BYM as required
Employment	Nominates to QiS Employment Committee	Appoints QiS Employment Committee	Appoints 2 Trustees to QiS Employment Committee
	Responsible for day-to-day line management	Agree with trustees where staff should be employed Recruit suitable staff with appropriate induction and training	Agree to employment of staff, deal with all legal aspects including data protection. Employment Committee meets

		Responsible for day-to-day line management	regularly and reports to Trustees. Legal responsibility for employment, Clerk of trustees signs all legal documents
Legal advice			Seek legal advice as necessary

Alteration

The terms of this Memorandum may be altered at any time by mutual agreement in the form of Minutes of the constituent bodies and the Trustees respectively.

Signed on behalf of the proposed SCIO Quakers in Scotland

..... (Clerk of Trustees) Date.....

Signed on behalf of Constituent body

..... (Clerk) Date.....