

## **Terms of Reference for DAM Trustees**

### **1: General Remit**

To act as Managing Trustees of Devon Area Meeting having the duties and responsibilities of property owners and taking general oversight of all affairs of the Area Meeting.

To ensure that the work of the area meeting as discerned from time to time by Devon Area Meeting is carried out in an efficient and prudent manner consistent with the religious and charitable objects set out in its governing document.

To act in accordance with the Governing Document adopted by Area Meeting in session.

Trustees should be aware of the existence of the following documents, become familiar with the range of their contents and consult them as necessary:

- The DAM Governing Document
- Friends House Handbook for the Trustees of Quaker Meetings
- Friends House Treasurers Handbook
- Friends House Handbook on the care of Meeting Houses
- Documents produced by the Charity Commission

### **2: Membership**

The Trustees and the Clerk to the Trustees shall be appointed by Area Meeting in session.

All Trustees have a dual role, both as members of the Area Meeting and to represent the Trustees' activities to all local meetings.