



Quaker Arts Network

# Quaker Arts Network

## Trustee Information Pack

Quaker Arts Network Charity Number: 1202268

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## QUAKER ARTS NETWORK TRUSTEE INFORMATION PACK

The following information pack is designed to help the new Trustee understand a little about the history and purpose of the Quaker Arts Network, the operation of the organisation, and their responsibilities as a trustee.

The committee of trustees, which generally meets quarterly, is appointed at the Annual General Meeting, which is open to all members. The committee may co-opt additional trustees and invite other members of QAN to join its meetings.

All business is conducted according to the Quaker business method, including the expectation that trustees will serve for three years, and due consideration is given to succession.

### INTRODUCTION

The Quaker Arts Network is an arts organisation that connects Quakers who are artists and artists who are Quakers (though not exclusively) and provides a programme of activities including all aspects of the arts.

QAN is acknowledged as a Quaker Recognised Body by Britain Yearly Meeting, the national coordinating organisation of Quakers in Britain.

QAN is a membership charity. This means that it has a membership which has the authority to appoint the trustees of the charity, and to whom those trustees report on an annual basis. The trustees meet four or more times a year as a Committee. Throughout this document, the word trustee is used to refer to the members of the committee.

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### LEGAL IDENTITY

The Quaker Arts Network is a registered charity, no 1202268.

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### HISTORY

The Quaker Arts Network was formed in 2011, and operated for many years as an informal association of Quaker artists. It led a number of significant visual arts exhibitions and from 2015 to 2025 supported the Loving Earth Project.

The Quaker Arts Network (QAN) constitution was agreed at the Annual General Meeting in May 2022 and the organisation registered as a charity in March 2023.

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### CHARITABLE OBJECT

The Quaker Arts Network has formal, charitable objects, which encompass the entirety of the work that it is set up to do. Everything the Network does must sit within the terms of the charitable objects.

The Charity's objects are to advance the Quaker Faith for the benefit of the public, in particular by working to:

- develop and nurture a community of Quakers interested in the arts;

- provide a place for Quakers to share insights about arts and spirituality;
- explore the expression of Quakerism through the arts, including visual, musical, dance, word-based performance and other art forms;
- encourage, publicise and support the use of arts for Quaker outreach, spiritual growth and witness.

The charitable objects establish the boundaries within which the vision, mission and values, as agreed by the trustees, exist; and it is within those that the current organisational objectives, which set the scene for its strategy and plans, are developed.

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### VISION, MISSION AND VALUES

QAN exists to ensure that Quaker communities and associated artists can better develop and share creative and cultural activities as part of our Quaker witness in the world.

The QAN strives to be a thoughtful and outward looking organisation, informed, flexible, creative and skilled. It works with a broad definition of the arts, based on creativity and including but not limited to: music of all genres, cinema, theatre, dance, poetry and creative writing, visual arts and crafts, festivals and outdoor events.

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### OBJECTIVES

**The purpose and objectives of the Quaker Arts Network focus on:**

- **Community Building:** Develop and nurture a community of Quakers who are interested in the arts for the benefit of the wider public and for spiritual growth;
- **Sharing and Learning:** Provide a platform for Quakers to share experiences, activities and insights about the arts with an engaged and relevant audience;
- **Quaker Expression:** Explore the expression of Quakerism through the arts, including visual, musical, word-based, performance and other art forms;
- **Spiritual Growth and Witness:** Encourage, publicise and support the use of arts for Quaker outreach, spiritual growth and witness;
- **Nurturing and Showcasing the Arts:** Explore literary, visual, musical, and performing arts within the Religious Society of Friends.

### ANNUAL PLAN

The annual plan – which includes an evolving programme for the year - is prepared by the Clerkship Team and reviewed by trustees at quarterly meetings of the committee.

The role and responsibilities of the committee and its clerkship team are set out below.

### MANAGEMENT AND STRUCTURE

The Quaker Arts Network (QAN) is a membership charity. This means that it has a membership which has the authority to appoint the trustees of the charity, and to whom those trustees report on an annual basis. The trustees generally meet four times a year as a Committee. Throughout this document, the word trustee is used to refer to the members of the committee. The role and responsibilities of the committee and its clerkship team are set out below.

### ROLE OF THE COMMITTEE

The Committee is accountable for the general management of QAN, and responsible for the direction of its affairs in the spirit of worship, which is unique to the work of Quakers. The Committee is accountable to the AGM and reports annually to Quakers in Britain and the Charities Commission. The committee discerns and proposes priorities, taking into account the views of members, as expressed at the AGM and throughout the year. These priorities may include, but are not limited to, all policy matters including QAN's strategy, project planning and budget, as well as the delegated powers of its Clerkship Team.

The Committee also has a number of specific roles:

#### 1. DETERMINE QAN'S MISSION AND VISION

Only the Committee has the power to create and change the organisation's essential mission and vision. Every policy decision the Committee makes is designed to help QAN realise the aims set out in its vision.

#### 2. ENGAGE IN STRATEGIC PLANNING

The Committee collectively discerns key priorities, along with members, which then develop into annual plans and longer-term visions. Meeting agendas are tied to key points in our annual plans or longer term vision to ensure they are dealing with relevant issues.

#### 3. FORMULATE POLICIES

The Committee establishes and oversees a framework of delegation and systems of decision making and governance, so that QAN applies its resources exclusively in the pursuance of its objectives. Some projects are determined to be time-limited to ensure there is ongoing capacity and appetite for their existence.

### 4. APPROVE AND MONITOR QAN'S PROGRAMMES AND SERVICES

The Committee ensures that all QAN's programmes and services effectively serve QAN's mission. The Committee's vision for QAN determines the direction the programme will take, taking into account the Constitution, members' views, available resources and any decisions made at the AGM. The Committee must ensure that QAN complies with its constitution, charity law and any other relevant legislation and regulations, and pursues its charitable objectives.

### 5. PROVIDE EFFECTIVE FISCAL OVERSIGHT AND ENSURE SOUND RISK MANAGEMENT

Trustees make sure that QAN has the resources to carry out its mission. They create policies governing financial reserves and fundraising practices. The Committee approves the annual financial statement and budget, monitors spending, creates policies to manage and protect QAN assets, and ensures that the finances are handled according to the law and in the best interests of QAN. It also strives to protect QAN against liability by providing adequate insurance and creating policies designed to minimise risk.

### 6. ACT AS A RESPONSIBLE PROJECT MANAGER

The Committee creates and oversees any required policies or processes, in order to meet legal obligations necessary to conduct projects, and to keep QAN, and those who volunteer, safe. It also monitors organisational activity to make sure that practice lives up to policy. The Committee supports members who conduct projects as part of the QANs annual programme of activities.

### 7. UNDERSTAND AND RESPECT THE RELATIONSHIP BETWEEN COMMITTEE AND MEMBERS

The Committee recognises areas of Trustee responsibility whilst entrusting its projects to members. At the same time it creates policy to guide member activities and safeguard the interests of QAN. Trustees are also members and can play a part in projects.

### 8. ENHANCE THE PUBLIC IMAGE OF THE QUAKER ARTS NETWORK

Trustees enhance and protect its reputation and values through their behaviour, their governance oversight, and their activities on behalf of QAN. They ensure active engagement and outreach to Friends who are interested in the arts and nurture wider Quaker arts communities, take part in networking formally and informally, as well as encouraging and working with other Quaker organisations.

### 9. CAREFULLY SELECT AND INDUCT NEW COMMITTEE MEMBERS

The Committee seeks individuals who can provide the best leadership for QAN, using its experience to aid the selection of new Committee members and providing them with opportunities for development and training where possible.

### 10. CARRY OUT COMMITTEE BUSINESS EFFICIENTLY

The Committee tries to ensure its meetings are spirit led as well as productive and that any key issues are dealt with in an efficient way. It will conduct annual assessments, and periodic reflection to strengthen its effectiveness.

### CLERKSHIP TEAM

This group consists of the Clerk, Assistant Clerk and up to two other trustees.

The clerkship team carry out the following on behalf of the Committee:

- to uphold the vision, mission and values of QAN and discern our direction
- to create and maintain good working relationships and a positive working culture
- to consider, prepare and recommend to the Committee any project plans
- to consider and prepare all project management matters and recommend changes to the Committee where appropriate
- to consider and prepare working policies to ensure safe and transparent ways of working as a Network and Committee
- to consider any matters, with the Treasurer, relating to the finances and projects of QAN and report as appropriate to the Committee

### THE CLERK

The Clerk is the convenor of the Committee and guides the general operation of QAN in accordance with the policies agreed by the Committee. Appointed by the committee, and agreed at the AGM, the Clerk is authorized to make any decisions necessary between the meetings of the Committee and its sub-groups in line with those policies, reporting as appropriate on action taken. The trustees currently appoint a Clerk annually to clerk meetings and provide leadership and direction to the Committee, enabling it to fulfil its responsibilities for the strategic direction and overall governance of QAN.

#### MAIN RESPONSIBILITIES OF THE CLERK

- To liaise with members of the Clerkship team on agendas for trustee meetings and hold meetings that facilitate the efficient and effective conduct of business.
- To lead the Committee in the development of strategic plans for QAN.
- To ensure that the Committee continues to be fully aware of its responsibilities and has the resources to fulfil them.
- To make decisions within policies agreed by the Committee and take action where required between Committee meetings, and report such decisions or actions for confirmation to the next meeting.
- To support and work with Trustees and members in ensuring QAN is run effectively in accordance with the decisions of the trustees and QAN's constitution.
- To safeguard the values and good name of QAN.
- To represent QAN at appropriate meetings and events.
- To sign cheques, contracts and other formal documents as necessary.

### TREASURER

The trustees also appoint a Treasurer, to monitor and report to the Committee on the financial health of QAN, in line with its constitution, legal requirements and good practice.

#### MAIN RESPONSIBILITIES OF THE TREASURER

- To monitor and advise on the financial viability of QAN.

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- To oversee budgets, accounts and financial statements presented to the Committee, drawing particular attention to matters of importance.
- To ensure that financial resources are properly spent or invested and that proper records are kept and audited if necessary.
- To keep the Committee informed of its financial responsibilities.
- To advise the Committee on financial issues as necessary.
- To sign cheques, contracts and other formal documents as necessary.
- Commitment to the Quaker Arts Network and its objectives.

## TRUSTEES AND THEIR ATTRIBUTES

- Integrity and good interpersonal skills
- Ability to be detached and make good independent judgments
- Ability to think creatively and with vision
- Ability to work effectively as a team member with a shared sense of purpose
- Willingness to learn and be informed of both the activities of the Quaker Arts Network and the context in which it operates
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Willingness to devote the necessary time and effort.

QAN Trustees are appointed from the organisation's membership.

## MEMBERS

Membership consists of those signed up to the Quaker Arts Network mailing list. Each person receives a welcome letter and regular updates on the work of members and contributors. There are currently around 500 members. As well as practicing artists, musicians, writers, etc., Membership includes those interested in the arts, whether for spiritual expression, education, nurture, healing, Quaker outreach, or entertainment.

This information pack was last updated in April 2025

QAN information

Registered Office: 78 Courtlands Avenue, London SE12 8JA

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For further information contact QAN via email, [quakerarts@gmail.com](mailto:quakerarts@gmail.com).

**Website:** [quakerarts.net](http://quakerarts.net)

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