



AWPS Inc PO Box 6297  
Upper Mt Gravatt, Qld 4122

### **Secretary Position - Asia West Pacific Section Inc of FWCC**

Expressions of interest are invited from applicants who have knowledge and experience of the work of Friends World Committee for Consultation- particularly in the Asia West Pacific Section.

A job description is on page 13 of the AWPS Handbook, which also provides a reference point for the work being done by the Section. The Handbook is on the website [www.fwccawps.org](http://www.fwccawps.org) under publications.

The position is honorary, so no salary is paid. Expenses incurred through administration, travel and accommodation whilst on work for the Section are reimbursed.

The time frame is as follows:

1 May to 31 October 2011 information discussions via skype or email with the present Secretary or other members of the AWPS Committee.

- By 1 November, Applications to be lodged with the Nominations Committee. They should contain information which addresses points a) to s) on how applicants would undertake the duties listed in the Handbook, and their vision for the development of AWPS, especially in the next five years..
- A statement on experience within the Religious Society of Friends (applicants need to be in membership) and names of two relevant referees, should also be included.
- Applicants should be comfortable in dealing with all 'flavours' of Friends.
- Applicants with a language other than English, especially an Asian language will be regarded highly.
- Writing and publishing experience is also welcome.
- The term is initially 3 years, with a possible extension to 6 years.
- Applicants need to be in good health and able to travel.

15 November, Interviewing panel established, from within Nominations with the possible co-option of the Clerk or Treasurer.

1 December: Interviews via Skype to take place.

15 December: The Nominations Committee decision regarding the candidate recommended to be made to the Section Clerk who will inform the Section Committee. The individual recommended will be informed of her/his being

recommended subject to Section Business Meeting approval in Kenya in April 2012. If the individual is not already registered for the World Conference in April 2012, efforts will be made to obtain an open place for that Friend

1 January 2013: the new Secretary commences work following a long period of consultation with the current Secretary.

Applications should be mailed to David Purnell, Convener of the AWPS Nominations Committee, by 1 November 2011. The address is P.O. Box 6063, O'Connor ACT 2602 Australia. Advance copies may be sent by e-mail to [david.christine@inet.net.au](mailto:david.christine@inet.net.au).

Note: The Committee may invite an applicant if considered necessary.

PS The current Secretary is happy to be involved in informal conversations on [valerie@fwccawps.org](mailto:valerie@fwccawps.org) or on skype on bourrelet17