

- Job Title:** Chair of Trustees
- Direct Report:** CEO, Board of trustees
- Background:** Passionate about empowering the charity sector with a general background in strategy, governance, finance, HR, fundraising would be useful. Previous experience as a Chair or trustee would be welcomed.

Introduction to the Muslim Charities Forum

[The Muslim Charities Forum](#) (MCF) is looking to recruit an independent chair of the board. MCF is the network of British Muslim Charities working for social good in the UK and abroad. Our mission is to enable British Muslim charities to become more effective and reach their full potential. We aim to establish a healthy, accountable, effective and professional Muslim charitable sector in the UK through good governance, conducting research, forming partnerships, enhancing cooperation, capacity building, and sharing experiences and ideas.

1) Role Summary

- This unremunerated position provides leadership and direction to the board of trustees and enables the Board to fulfil their responsibilities for the overall governance and strategic direction of the organisation.
- Ensures that the organisation pursues its objects as defined in its governing document, charity law, company law and other relevant legislation/regulations.
- Works in partnership with the CEO and support the employees, helping them achieve the aims of the organisation; and to optimise the relationship between the board of Trustees and the staff.
- Facilitates the board of trustees in stimulating excellent, well-rounded and carefully considered strategic decision-making.

2) Main Responsibilities of the Chair

In relation to the Board

- Guide the formulation of strategic plans and regular review of long-term strategic aims of the charity.
- Define goals, targets and evaluate performance against agreed targets.
- Approve the annual cycle of the board meetings, meeting agendas, chair and facilitate meetings, monitor decisions taken at meetings and ensure they are implemented.
- Liaise regularly with the Treasurer to maintain a clear grasp of the charity's financial position and to ensure full and timely financial transparency and information disclosure to the Board.
- Lead and mentor other Board members to fulfil their responsibilities and enable access to training/coaching/information to enhance the overall contribution of the board.
- Annually review the Board structure, role, staff relationships and ensure implementation of agreed changes/developments are carried out.

- Encourage team working among Board members and encourage them to identify and recruit new trustees as required.
- Create a strong, profitable and fulfilling working relationship with trustees and the CEO through review and self-reflective evaluation of contributions and effectiveness of the board.

In relation to the CEO

- In participation with the board, appoint the CEO and lead the process of appraising and constructively guiding the performance of the CEO
- Assume guardianship of the legal and financial integrity of the organisation.
- Consult with CEO on matters of strategy, governance, finance and HR.
- Oversee the CEO's activities in the context of the implementation of Board's strategy.
- Maintain careful oversight of any risk to reputation and/or financial standing of the organisation.

In relation to the community and code of conduct

- Represent the organisation at appropriate events and meetings.
- Lead the Board in fostering relations with potential funders and donors.
- Act as final stage adjudicator for disciplinary and grievance procedures if required.
- Facilitate change and address conflict within the Board of Trustees, within the organisation and liaise with the CEO to achieve this.
- Undertake review of external complaints as defined by the organisation's complaints procedure.
- Ensuring adherence and compliance around key policies to e.g. Equality of Opportunity, Health & Safety and in all decisions and discussions of the Board and its sub-committees.
- Attend and be a member of other committees or working groups when appropriate in role as Chair.
- In order to perform the above role, the Chair should have reasonable access to all staff and information, in line with the board's fiduciary duties.

3) Qualities of a Chair

Essential

- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adhering to [Nolan's seven principles of public life](#): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Commitment to the charity's objects, aims and values and willingness to devote time to carry out responsibilities.
- Strategic and forward looking vision in relation to the charity's objects and aims.
- Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues.
- Balancing tact and diplomacy with willingness to challenge and constructively criticise.
- Knowledge of the type of work undertaken by the organisation.
- Knowledge of the challenges facing Muslim charities and wider humanitarian issues
- Previous experience working in the international humanitarian and development field.

Desirable

- Prior experience of committee/trustee work.
- A wider involvement with the voluntary sector.
- Experience of chairing meetings, committee work, some experience of charity finance, charity fundraising.
- Leadership skills exercised through a period change.

4) Time Commitment

- The Board meets at least FOUR times a year and the Chair is expected to be available FOUR times in a year.
- It is important that the Chair can visit the organisations office(s) and be available to the CEO once a month.
- In addition to Board Meetings, other contact – usually electronic or by telephone – will be necessary.
- Board meetings are hosted by member charities from time to time across the country.

5) Location

Please send your CV and covering statement outlining why you should be considered for the position and how you meet the criteria to chairman@muslimcharitiesforum.org.uk

6) Deadline 17th June 2022