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Job descriptions for Trustees Roles

The following document acts as a guide to help prospective Trustees of Bristol Muslim Cultural Society to identify and match individual skills applicable to the roles they intend to apply for.

Chairperson

General Responsibilities

The Chairperson is a member of the Board and is responsible for ensuring that the Board of Trustees:

- ✚ Are aware of and fulfil their governance responsibilities.
- ✚ Comply with applicable laws.
- ✚ Conduct Board business effectively and efficiently.
- ✚ Are accountable for their performance.

In order to fulfil these responsibilities, the Chairperson presides over meetings, proposes policies and practices, monitors the performance of other Trustees, submits various reports to the Board, to funders, and to other "stakeholders"; proposes the creation of Sub-Committees; appoints members to such Committees; and performs other duties as the need arises and/or as defined by the Charity Commission and/ or Companies House.

Accountability

The Chairperson is accountable to the Trustees and Sub-Committees. The Chairperson may delegate specific duties to Trustees and/or Sub-Committees as appropriate; however, the accountability for them remains with the Chairperson.

Specific Duties

Meetings

The Chairperson ensures that an agenda is planned for Board meetings. This may involve periodic meetings with Committee chairpersons and the Office Manager to draft meeting agendas and reporting schedules.

The Chairperson presides over meetings with Trustees. In this capacity, the Chairperson:

- ✚ Chairs meetings according to accepted rules of order for the purposes of -
 - ✓ Encouraging all members to participate in discussion.
 - ✓ Arriving at decisions in an orderly, timely and democratic manner.

Board Committees

The Chairperson serves as a member of Board Sub-Committees. In this capacity, the Chairpersons role is -

- ✚ To serve as a voting member of the Sub-Committee.
- ✚ To negotiate reporting schedules.

- ✚ To identify problems and assist the Committee chairperson to resolve them, and if necessary, to bring them to the attention of the Board of Directors.

Board-Staff Relations

The Chairperson is the primary liaison between the Board and Office Manager. In this capacity, the Chairperson:

- ✚ Meets periodically with the Office Manager and staff.
- ✚ Ensures that periodic performance reviews of the Office Manager are conducted.

Community Relations

The Chairperson ensures that the organisation maintains positive and productive relationships with media, funders, donors, and other organisations. In this capacity, the Chairperson serves as primary spokesperson for the organisation duties may include-

- ✚ Representing the organisation to the media and funders.
- ✚ Representing the organisation on governmental or nongovernmental organisations and Committees.
- ✚ Timely and appropriate reporting of Board decisions and actions to Sub-Committees and/or funders and/or donors.

Signing Officer

The Chairperson is designated by the Board of Trustees as one of the signing officers for certain documents. In this capacity, the Chairperson may be authorised or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of organisation.

Board Development

The Chairperson ensures that structures and procedures are in place for effective recruitment, training, and evaluation of Board members.

Fund Raising

The Chairperson ensures that structures and procedures are in place for securing the resources required by the organisation and to play a leadership role in fundraising campaigns.

Delegation

The Chairperson may establish or propose the establishment of Committees of the Board of Trustees, and may assign tasks and delegate responsibilities to Board Committees and/or Trustees.

Trustee's code of conduct

The Chair person is responsible for monitoring and familiarising Trustees and Sub-Committees to the Code of Conduct for Bristol Muslim Cultural Society Trustees and addressing any training requirements.

Vice Chairperson

General Responsibilities

The Vice Chairperson is a member of the Board and is responsible for ensuring that they:

- ✚ Perform Chairperson role when the Chair is unavailable as per Chairperson Job Description.
- ✚ Comply with applicable laws.
- ✚ Conduct Board business effectively and efficiently.

In order to fulfil these responsibilities, the Vice Chairperson supports the Chairperson in meetings, policies and practices, submits various reports to the Board, to funders, and to other "stakeholders"; supports Sub-Committees; and performs other duties as the need arises and/or as defined by the Charity Commission and/ or Companies House.

Accountability

The Vice Chairperson is accountable to the Chairperson.

Specific Duties

Meetings

The Vice Chairperson will -

- ✚ Regularly attend Board meetings and important related meetings.
- ✚ Make serious commitment to participate actively in Sub-Committee work.
- ✚ Stay informed about Sub-Committee matters.
- ✚ Prepare themselves well for meetings, and review and comment on minutes and reports.
- ✚ Volunteer for and willingly accept assignments and complete them thoroughly and on time.

Board Committees

The Vice Chairperson serves as a member of Board Sub-Committees. In this capacity, the Vice Chairpersons role is -

- ✚ To serve as a voting member of the Sub-Committee.
- ✚ To know other Sub- Committee members and builds a collegial working relationship that contributes to consensus.
- ✚ To identify problems and assist the Committee chairperson to resolve them, and if necessary, to bring them to the attention of the Board Chairperson.
- ✚ An active participant in the Sub- Committee's annual evaluation and planning efforts.

Board-Staff Relations

The Vice Chairperson is the secondary liaison between the Board and Office Manager. In this capacity, the Vice Chairperson:

- ✚ Work closely with the Chairperson and office staff to ensure a positive working environment.
- ✚ Report any staff feedback to the Chairperson for follow up and/or action.

Community Relations

The Vice Chairperson ensures that the organisation maintains positive and productive relationships with media, funders, donors, and other organisations. In this capacity, the Vice Chairperson serves as secondary spokesperson for the organisation; duties may include:

- ✚ Representing the organisation to the media and funders.
- ✚ Representing the organisation on governmental or nongovernmental organisations and Committees.
- ✚ Timely and appropriate reporting of Board decisions and actions to Sub-Committees and/or funders and/or donors in Chairpersons absence.

Signing Officer

The Vice Chairperson is designated by the Board of Trustees as one of the signing officers for certain documents. In this capacity, the Vice Chairperson may be authorised or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of organisation.

Board Development

The Vice Chairperson supports the Chairperson to ensure structures and procedures are in place for evaluation of Board members.

Fund Raising

The Vice Chairperson is required to play a proactive role in raising funds to meet the organisational objectives and capacity needs.

Delegation

The Vice Chairperson may seek approval from the Chairperson to assign tasks and delegate responsibilities to Sub-Committees and/or Trustees.

Trustee's code of conduct

The Vice Chairperson is responsible for supporting the Chairperson in monitoring and familiarising Trustees and Sub-Committees to the Code of Conduct for Bristol Muslim Cultural Society Trustees.

Trustee Board Secretary

General Responsibilities

The Trustee Board Secretary is a member of the Board and is responsible for ensuring that the Board of Trustees and its Sub-Committees:

- ✚ Are aware of and fulfil their governance responsibilities.
- ✚ Comply with applicable laws.
- ✚ Conduct Board business effectively and efficiently.
- ✚ Are accountable for their performance.

In order to fulfil these responsibilities, the Trustee Board Secretary attends meetings, proposes policies and practices, sits on various Committees, monitors the performance of Trustees, submits various reports to the Board, to funders, and to other "stakeholders"; proposes the creation of Committees; appoints members to such Committees; and performs other duties as the need arises and/or as defined by the Chairperson.

Accountability

The Trustee Board Secretary is accountable to the Board of Trustees. The Trustee Board Secretary may delegate specific duties to Board Trustees and/or Committees as appropriate; however, the accountability for them remains with the Trustee Board Secretary.

Specific Duties

Meetings

The Trustee Board Secretary ensures that an agenda is planned for Board meetings. This may involve periodic meetings with the Chairperson, Sub -Committees and the Office Manager to draft meeting agendas and reporting schedules.

The Trustee Board Secretary attends meetings with the Board of Directors. In this capacity, the Trustee Board Secretary will:

- ✚ Regularly attend Board meetings and important related meetings.
- ✚ Maintain records of the Board and ensures effective management of organisation's records.
- ✚ Ensure minutes and agendas are distributed to Trustees prior to each Board meeting.
- ✚ Manage minutes during Board meetings and/or delegate responsibility prior to a Board meeting.
- ✚ Ensures minutes are distributed to members shortly after each meeting, within agreed timescales.
- ✚ Ensure any correspondence received is communicated to the Trustees and Chairperson; postal mail, email, user feedback, complaints.
- ✚ Prepare themselves well for meetings, and review and comment on minutes and reports.

Board Committees

The Trustee Board Secretary serves as a member of Board Sub-Committees. In this capacity, the Trustee Board Secretary role is:

- ✚ To serve as a voting member of the Sub-Committee.
- ✚ To know other Committee members and build a collegial working relationship that contributes to consensus.
- ✚ To identify problems and assist the Committee chairperson to resolve them, and if necessary, to bring them to the attention of the Board chairperson.
- ✚ An active participant in the Sub-Committee's annual evaluation and planning efforts.

Board-Staff Relations

The Trustee Board Secretary will -

- ✚ Meet periodically with the Office Manager.
- ✚ Share knowledge of regulation and compliance laws and amendments that effect organisational operation.
- ✚ Report any staff feedback to the Chairperson for follow up and/or action.

Community Relations

The Trustee Board Secretary ensures that the organisation maintains positive and productive relationships with media, funders, donors, and other organisations. In this capacity, the Trustee Board Secretary serves as a spokesperson for the organisation; Duties may include:

- ✚ Representing the organisation to the media and funders.
- ✚ Representing the organisation on governmental or nongovernmental organisations and Committees.
- ✚ Timely and appropriate reporting of Board decisions and actions to members and/or funders and/or donors.

Signing Officer

The Trustee Board Secretary can be designated by the Board of Directors as one of the signing officers for certain documents. In this capacity, the Trustee Board Secretary may be authorised or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of organisation.

Board Development

The Trustee Board Secretary ensures that structures and procedures are in place to implement good Board governance, compliance and adherence to laws and operational requirements as regulated by the Charity Commission and Companies House.

Fund Raising

The Trustee Board Secretary ensures that structures and procedures are in place for securing the resources required by the organisation. This may require the Trustee Board Secretary to play a role in fundraising campaigns.

Delegation

Depending upon the organisation's needs, the Trustee Board Secretary may propose the establishment of Sub-Committees to the Board, and may assign tasks and delegate responsibilities to Board Committees and/or directors. However, the accountability for them remains with the Trustee Board Secretary.





Trustee's code of conduct

The Trustee Board Secretary will ensure Trustees and Sub-Committees are aware of the Code of Conduct for Bristol Muslim Cultural Society Trustees and address any training required with the Chairperson.

Treasurer

General Responsibilities

The Treasurer is a member of the Board and is responsible for ensuring that the Board of Trustees and its Sub-Committees:

-  Are aware of and fulfil their financial budgetary responsibilities.
-  Comply with applicable laws.
-  Conduct Board business effectively and efficiently.
-  Are accountable for their performance in financial matters.

In order to fulfil these responsibilities, the Treasurer attends meetings, proposes financial policies, practices and budgets, sits on various Committees, submits various reports to the Board, to funders, and to other "stakeholders"; proposes the creation of Committees; and performs other duties as the need arises and/or as defined by the Chairperson.

Accountability

The Treasurer is accountable to the Board of Trustees. The Treasurer may delegate specific duties to Board Trustees and/or Committees as appropriate; however, the accountability for them remains with the Treasurer.

Specific Duties

Meetings

The Treasurer ensures that financial documents are planned for Board meetings. This may involve periodic meetings with the Chairperson, Sub-Committees, Board Secretary, Office Manager and Office Administrator to draft meeting agendas and reporting schedules.

The Treasurer attends meetings with the Board of Directors. In this capacity, the Treasurer will:

- ✚ Regularly attend Board meetings and important related meetings.
- ✚ Manages finances of the organisation.
- ✚ Administrates fiscal matters of the organisation.
- ✚ Provides annual budget to the Board for members' approval.
- ✚ Ensures development and Board review of financial policies and procedures.
- ✚ Prepare themselves well for meetings, and review and comment on minutes and reports.

Board Committees

The Treasurer serves as a member of Board Sub-Committees. In this capacity, the Treasurer role is:

- ✚ To serve as a voting member of the Sub-Committee.
- ✚ To know other Committee members and builds a collegial working relationship that contributes to consensus.
- ✚ To identify problems and assist the Committee Chairperson to resolve them, and if necessary, to bring them to the attention of the Chairperson.
- ✚ An active participant in the Sub-Committee's annual evaluation and planning efforts.

Board-Staff Relations

The Treasurer will:

- ✚ Meet periodically with the Office administrator and Office Manager.
- ✚ Share knowledge of regulation and compliance laws and amendments that effect organisational financial operation.
- ✚ Report any staff feedback to the Chairperson for follow up and/or action.

Community Relations

The Treasurer ensures that the organisation maintains positive and productive relationships with media, funders, donors, and other organisations. In this capacity, the Treasurer serves as a spokesperson for the organisation; Duties may include:

- ✚ Representing the organisation to the media and funders.
- ✚ Representing the organisation on governmental or nongovernmental organisations and Committees.
- ✚ Timely and appropriate reporting of Board decisions and actions to members and/or funders and/or donors.

Signing Officer

The Treasurer can be designated by the Board of Directors as one of the signing officers for certain documents. In this capacity, the Treasurer may be authorised or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of organisation.

Board Development

The Treasurer ensures that structures and procedures are in place to implement good financial governance, compliance and adherence to laws and operational requirements as regulated by the Charity Commission and Companies House.

Fund Raising

The Treasurer ensures that structures and procedures are in place for securing the resources required by the organisation. This may require the Treasurer to play a role in fundraising campaigns.

Delegation

Depending upon the organisation's needs, the Treasurer may propose the establishment of sub-Committees to the Board, and may assign tasks and delegate responsibilities to Board Committees and/or directors. However, the accountability for them remains with the Treasurer.





Trustee's code of conduct

The Treasurer will ensure Trustees and Sub-Committees are aware of the Code of Conduct for Bristol Muslim Cultural Society Trustees and address any training required with the Chairperson.

Trustee

General Responsibilities

A Trustee is a member of the Board and is responsible for ensuring that the Board of Trustees and its Sub-Committees:

-  Are aware of and fulfil their Trustee responsibilities.
-  Comply with applicable laws.
-  Conduct Board business effectively and efficiently.
-  Are accountable for their performance.

In order to fulfil these responsibilities, the Trustee attends meetings, proposes policies, practices and budgets, sits on various Sub-Committees, submits various reports to the Board, to funders, and to other "stakeholders"; proposes the creation of Committees; and performs other duties as the need arises and/or as defined by the Chairperson.

Accountability

The Trustee is accountable to the Chairperson. The Trustee may delegate specific duties to Board Trustees and/or Sub- Committees as appropriate; however, the accountability for them remains with the Treasurer.

Specific Duties

Meetings

The Trustee attends meetings with the Board of Trustees. In this capacity, the Trustee will:

- ✚ Regularly attends Board meetings and important related meetings.
- ✚ Makes serious commitment to participate actively in Sub-Committee work.
- ✚ Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- ✚ Stay informed about Sub-Committee matters, prepares themselves well for meetings and review and comment on minutes and reports.
- ✚ To know other Sub-Committee members and build a collegial working relationship that contributes to consensus.
- ✚ Be an active participant in the Sub-Committee's annual evaluation and planning efforts
- ✚ Participate in fund raising for the organisation.

Board Committees

The Trustee serves as a member of Board Sub-Committees. In this capacity, the Trustee role is:

- ✚ To serve as a voting member of the Sub-Committee.
- ✚ To know other Committee members and build a collegial working relationship that contributes to consensus.
- ✚ To identify problems and assist the Committee Chairperson to resolve them, and if necessary, to bring them to the attention of the Board Chairperson.
- ✚ An active participant in the Sub- Committee's annual evaluation and planning efforts.

Board-Staff Relations

The Trustee will:

- ✚ Meet periodically with the operational staff to share individual knowledge and expertise.
- ✚ Report any staff feedback to the Chairperson for follow up and/or action.

Community Relations

The Trustee ensures that the organisation maintains positive and productive relationships with media, funders, donors, and other organisations. In this capacity, the Trustee serves as a spokesperson for the organisation; Duties may include:

- ✚ Representing the organisation to the media and funders.
- ✚ Representing the organisation on governmental or nongovernmental organisations and Committees.

- 📌 Timely and appropriate reporting of Board decisions and actions to members and/or funders and/or donors.

Signing Officer

The Trustee can be designated by the Board of Directors as one of the signing officers for certain documents. In this capacity, the Trustee may be authorised or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of organisation.

Board Development

The Trustee ensures that structures and procedures are in place to implement good governance, compliance and adherence to laws and operational requirements as regulated by the Charity Commission and Companies House.

Fund Raising

The Trustee ensures that structures and procedures are in place for securing the resources required by the organisation. This will require the Trustee to play a role in fundraising campaigns.

Delegation

Depending upon the organisation's needs, the Trustee may propose the establishment of Sub-Committees to the Board, and may assign tasks and delegate responsibilities to Board Committees and/or directors. However, the accountability for them remains with the Trustee.

Trustee's code of conduct

The Trustee will ensure they adhere to the Code of Conduct for Bristol Muslim Cultural Society Trustees and address any training required with the Chairperson.