

DATED

December 2020

CHAIR OF TRUSTEES' TERMS OF REFERENCE

Wycombe Islamic Mission and Mosque Trust Limited (WIMMT)



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1. Purpose

- 1.1 The role of the Chair of trustees is to provide leadership and direction to the board of trustees of WIMMT.
- 1.2 The Chair's aim is to enable the board to fulfill their responsibilities towards the overall governance and strategic direction of the organisation.
- 1.3 The Chair's role is also to work in partnership with the trustees and paid staff members and support the employees, helping them achieve the aims of the charity and to optimise the relationship between the board of trustees and the staff.

2. Main Responsibilities of the Chair

- 2.1 Providing leadership for the board of trustees in their role of setting the strategy and policy of the charity.
- 2.2 Making sure that financial decisions are prudently and systematically accounted for.
- 2.3 Ensuring that decisions taken at board meetings are implemented
- 2.4 Acting as a spokesperson for the charity where appropriate
- 2.5 Address conflict of interest or duty amongst the trustees.
- 2.6 Ensure that all trustees have access to appropriate advice, training and information to fulfill their role.
- 2.7 Report to the AGM on the work of the board of trustees and progress of the organisation.
- 2.8 Ensure that senior staff members are properly remunerated.

3. Qualities of a Chair

- 3.1 Commitment to WIMMT
- 3.2 Leadership ability
- 3.3 Integrity, strategic vision and good/independent judgment
- 3.4 A willingness to devote the necessary time and effort to their duties as Chair and trustee

- 3.5 Ability to take decisions for the good of the charity
- 3.6 A good, independent judgment
- 3.7 Good communication skills
- 3.8 Tact and diplomacy
- 3.9 Willingness to speak one's mind and listen to the views of others
- 3.10 An ability to work effectively as a member of a team
- 3.11 Understanding of the legal responsibilities and liabilities of a trustee
- 3.12 Attend meetings and read papers in advance of meetings
- 3.13 Attend sub-committee meetings as appropriate
- 3.14 Participate in other tasks as they arise from time to time, such as interviewing new staff, helping with fundraising
- 3.15 Keep informed about the activities of WIMMT and wider issues which affect its work

4. Time Consideration

- 4.1 It is important that the Chair is able to visit the charity's office and be available to the chief executive/senior paid staff members on a regular basis.
- 4.2 In addition to Board Meetings, other contact, usually electronic or telephone, will be necessary.

Policy Review

Last review date: December 2020

Next scheduled review date: December 2021

JOHNS & SAGGAR LLP