

DATED

December 2020

TRUSTEES' TERMS OF REFERENCE

Wycombe Islamic Mission and Mosque Trust Limited (WIMMT)



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1. Purpose

- 1.1 Under charity law trustees have ultimate responsibility for directing the affairs of the organisation, ensuring that it is solvent, well-run and delivering its charitable aims. In law trustees have duties of compliance, care and prudence which are set out below.

2. Duty of Compliance

Trustees must:

- 2.1 Ensure that WIMMT complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law.
- 2.2 Ensure that WIMMT does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- 2.3 Comply with the requirements of other legislation and other regulators which govern the activities of the organisation.
- 2.4 Act with integrity, and avoid any personal conflicts of interest or misuse of WIMMT's funds or assets.

3. Duty of care

Trustees must:

- 3.1 Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that WIMMT is well-run and efficient.
- 3.2 Consider getting external professional advice on all matters where there may be material risk to the organisation, or where the trustees may be in breach of their duties.
- 3.3 Give sufficient time, energy and thought to their role as a Trustee by preparing and participating in all trustee's meetings.

4. Duty of prudence

Trustees must:

- 4.1 Ensure that WIMMT is, and will remain, solvent.
- 4.2 Use the organisation's funds and assets reasonably, and only in furtherance of its objects avoid undertaking activities that might place the organisation's funds, assets or reputation at undue risk.

4.3 Take special care when investing the organisation's funds, or borrowing funds for the organisation to use.

4.4 Take special care to ensure they do not risk the charity's reputation in the media or elsewhere.

5. Strategic Direction

5.1 Trustees must ensure that WIMMT has a clear vision, mission and strategy, and that there is a common understanding of these by trustees, staff and volunteers. This should be regularly reviewed.

6. Performance management

6.1 Trustees are responsible for the performance of WIMMT, for its impact upon stakeholders and for its corporate behaviour.

6.2 Officers should be held to account and complaint systems should be in place.

6.3 Trustees should make sure that WIMMT's values are understood and put into practice, by trustees, staff and volunteers.

7. Compliance

7.1 Trustees must ensure that with professional advice as appropriate, that WIMMT complies with all constitutional, legal, regulatory and statutory requirements.

7.2 Trustees should understand and comply with the constitution and rules that govern WIMMT, and review the constitution regularly (at least every three years) to ensure it is fit for purpose.

8. Prudent management of assets

8.1 Trustees must be stewards of WIMMT's assets, both tangible and intangible, taking care over their security, and how they are used. They should ensure that trustees take professional advice when needed, and record the advice received.

9. Good governance

9.1 Trustees must ensure that WIMMT's governance is of the highest possible standard by ensuring that the charity has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and reflects the diversity of its users.

- 9.2 The Board should regularly review WIMMT's governance structure and its own performance, to an agreed programme. Any major decisions and policies must be made by the trustees acting collectively.
- 9.3 The trustees are to ensure that the Board has the necessary skills to govern WIMMT, and that it has access to, and considers relevant external professional advice. There should be an open and fair procedure for recruitment of trustees.

Policy Review

Last review date: December 2020

Next scheduled review date: December 2021

JOHNS & SAGGAR LLP