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NEW TRUSTEE APPOINTMENTS

APPOINTMENT TO THE BOARD OF TRUSTEES OF THE SHROPSHIRE ISLAMIC FOUNDATION

an

Incorporated Charitable Company (CIO) registered with the Charity Commission of England

Charity number 1194272

**Application closing date: 30th June 2021**

**Further enquires: Contact Shaukat Ali (07814 611332 or via Telforcentralmosque@gmail.com**

**Introduction**

**The Shropshire Islamic Foundation** is seeking new trustees to replaceretiring Trustees Dr Mujahid Qureshi and Dr Shaukat Ali and fill newly created roles. New trustees will be in place by 1st September at the latest, however earlier confirmation may be possible, where appropriate.

The Shropshire Islamic Foundation is an Incorporated Charitably Company (CIO) and registered as a charity with the Charity Commission England. Potential applicants are requested to read and ensure they understand the charity’s constitution (supplied with this advert) and visit the [Charity Commission website](https://www.gov.uk/government/organisations/charity-commission).

SHROPSHIRE ISLAMIC FOUNDATION is a charity and potential applicants are referred to the charity commission’s guidance in [What makes a charity (CC4).](https://www.gov.uk/government/publications/what-makes-a-charity-cc4) The guidance explains and links to the Public Benefit Framework and guidance in [Public Benefit: running a charity (PB2)](https://www.gov.uk/government/publications/public-benefit-running-a-charity-pb2) and Public Benefit: [reporting (PB3).](https://www.gov.uk/government/publications/public-benefit-reporting-pb3)

Applicant’s should also read [guidance on the trustee role and board](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fcharity-trustee-whats-involved&data=04%7C01%7C%7C8d82db4a3ca64521bf5208d90ae7f1d2%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637552813565924860%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=vMyrWBuX5gau2HBjwDYPhVOwfC%2FrcSoR0o9fWkPnyos%3D&reserved=0).

It is vitally important that applicants understand what being a trustee involves and their legal duties and obligations. Charities operate under law of the land and trustees are legally obliged to uphold that, above all other considerations. Therefore, potential applicants need to reflect whether this might conflict with other obligations and views they may personally hold. Importantly, being a trustee is a governance, rather than a religious, role, therefore potential applicants need to be particularly mindful of potential conflicts of interest in fulfilling their trustee role.

On appointment and thereafter, until they step down, trustees sign declarations and accept the obligations and duties of a trustee. Applicants are reminded that it is an offence under section 60 of the Charities Act 2011 to provide false or misleading information to secure an appointment. They must also run the charity in accordance with same Act and failure to do so may result in disqualification from other trusteeships, company directorships, fines, or in rare cases, imprisonment. Some of these breeches may have career implications in certain professions.

All applicant must check whether they are eligible by checking the [disqualification criteria](https://www.gov.uk/guidance/automatic-disqualification-rule-changes-guidance-for-charities) listed by the charity commission.

As the charity is responsible for the Telford Islamic Academy (TIA) and hosts children at its premises, additional restrictions may apply, therefore applicants are urged to review these and ensure they do not disqualify.

As a community-based charity, SIF also has its own code of conduct. This is in addition to Charity Commission and other legal obligations. These are summarised in the next section. Applicant need to read these and agree to abide by them.

**Shropshire Islamic Foundation (SIF) general conditions for all Trustees, employees and volunteers**

SIF has obligations to ensure all trustees, employees and volunteers are appropriately qualified, are of good standing in the community and do not have criminal records. Hence, DBS checks or enhanced DBS checks will be undertaken.

The masjid is not a place for politics and politicking, nor the work SIF is engaged in.

The general of code of conduct, applicable to all Trustees, employees, volunteers and congregation is as follows:

1) The masjid, and all SIF buildings, are a place of worship and venue for the enhancement of community welfare and engagement. All those involved with it, or SIF, in any form, whether as Trustees, employees, volunteers and worshippers must be free of politics, politicking and political intrigue.

2) The sole objectives of the above individuals will be to serve the masjid and the work of SIF and carry out their duties to the best of their abilities.

3) Any of the above persons shown to be organising, orchestrating, encouraging, agitating, engaging or facilitating any behaviours that damages or weaken bonds of Muslim brotherhood, community harmony and fraternity; engage in politicking, cause mischief, disunity and suspicion within SIF or among the community, shall be held accountable and appropriate sanctions applied, if proven. The sanctions include, but are not limited to:

a) Resignation of Trustee,

b) Dismissal of employee

c) Volunteer(s) relieved of their roles

d) Member(s) of the congregation being barred from the masjid and SIF run buildings.

Any person found guilty of any of the above will be automatically, and permanently, excluded from serving in any of the above capacities in perpetuity, and notice of such exclusion shall be lodged in SIF records and with the charity commission.

The trustee application process is outlined at the end of the document.

**Trustee Designation and Roles**

**Introduction**

Much work has been undertaken over the years to strengthen governance andaccountability of the Charity. Over the past several years, the committeestructure was disbanded as it had no legal basis for its existence, nor any role in decision making. The trustees, as obliged and legally required, make all charity decisions and are held responsible and accountable for those.

More recent governance enhancements have been the change in registration from a Trust to a Charitable Incorporated Charity (CIO). Under the Trust Deed, all SIF assets were held in Trust by the trustees, including personal liability obligations. This hindered the work of the charity, for example in inability to borrow money to fund capital projects. It also restricted interest from well-qualified individuals to consider applying to be a trustee due to personal liability and potential career impact.

By incorporating, the CIO grants an indemnity to the trustees of the unincorporated charity for any losses incurred during their tenure. This is because a CIO’s liability is limited whereas trustees of an unincorporated charity can be held personally liable. It also allows the CIO to borrow money to fund capital projects such as the proposed second floor to the King St Masjid, the funeral area, and other projects.

As part of the incorporation, the maximum number of trustees has been increased to five, in line with the growth of the charity and huge amount of additional areas of responsibility.

A further enhancement is that individuals are no longer just appointed to a trusteeship role but to a Specific Area of Responsibility. This means that in addition to their general trustee roles, as defined by the Charity Commission, they have personal responsibility and accountability for the role they are applying for.

Under the new arrangements, there are five trustee designated roles, aligned to specific areas of work and responsibility. Each designated trustee will be held accountable for fulfilment of that role and performance monitored annually by the Board of Trustees collectively. Where a trustee is found to be unable, incapable, or unwilling to fulfil their role, they will be asked to step down. The roles are below:

**Treasurer** [current retiring trustee Shaukat Ali – New trustee vacancy]  
**Charity Administrator** [current retiring trustee Shaukat Ali – New trustee vacancy]  
**Construction and Building Services** [Newly created trustee vacancy]   
**External & Community relations, Outreach** [current & continuing trustee Rashid Hussain -remaining in post]  
**Daily Operations** [Newly created trustee vacancy]

Certain tasks (but not the accountability and responsibility) such as website and email management, security aspects, gift aid etc, may be delegated by the relevant trustee. In each case, appropriate security and safeguarding procedures and rules must be clearly stated and followed, especially regarding personal data and GDPR. The general skills and background of trustee is given below, followed by the main duties of each of the roles.

**General Trustee Skills, Knowledge & Experience**

Being a trustee is a serious obligation. In addition, as SIF does not employ professional and admin staff, the operational management of the charity is also undertaken by the trustees. Hence all trustees need to have the following general aptitudes and be able to demonstrate it in their application and subsequent interview.

**Governance experience** in private, public, or not-for-profit sector

**IT literacy** – comfort in usage and engagement with Microsoft Office 365 tools such Outlook, Word, Excel, PowerPoint, Excel, OneDrive, SharePoint, MS Teams; virtual media tools such as Zoom, Skype, WhatsApp etc. This reflects the increasing mode of working, for example all Trustee meetings are held virtually now, via Zoom or similar modes. For some roles, such treasurer and administrator, these are essential, without which the roles cannot be fulfilled.

**Treasurer - Main duties**

To be responsible for all aspects of treasury related tasks. This will include but is not limited to:

* Responsible for day to day charity finances
* Responsible for charity banking facilities
* Responsibilities for collection and deposit of weekly donation.
* All loan transactions
* Responsible for payment of all contractors and suppliers
* Responsible for staff payroll, emailing monthly payslips etc
* Consolidation and forwarding of school fees to the head teacher
* Working with external accounting firm for preparation of annual accounts
* Work with HMRC as needed
* Working with designated volunteers on gift aid, donations, new technologies to maximise donations and revenue
* Work closely with the charity administrator in relations to the charity commission an annual report.
* Work closely with other trustees and volunteers as needed

Note: The role does not require the holder to have accounting/finance qualifications, but they should be familiar with and know their way around financial statements and have sufficient knowledge and experience to undertake above duties.

The post holder should be comfortable and confident in dealing with banking enquires, HMRC investigations etc.

**In theory and practice this role can be undertaken by female**

**Time Commitment: Average out over the year – 1 day per week but period of intense work at key points in the year.**

**Charity Administrator – Main duties**

To be responsible for all aspects of governance related tasks. This will include but is not limited to:

* To engage with all Charity Commission related matters
* To craft and amend all contracts, policies and procedures pertaining to all work of the charity and ensure they remain current.
* To provide oversight and support head teacher in TIA related work
* Ensure all employee and children safeguarding measures are in place
* To plan and coordinate trustee meetings and keep minutes thereof
* To note of other meeting and record as necessary
* Ensure maintenance of website, email and social media (or manage delegated volunteers)
* Work closely with other trustees and volunteers as needed.

Note: The role does require the holder to have administrative experience in similar roles in professional and other voluntary organisations. They should be familiar with and know their way around governance, in particular the charitable sector and have sufficient knowledge and experience to undertake above duties.

**In theory and practice this role can be undertaken by female**

**Time Commitment: Average out over the year – 1 day per week but s of intense work at key points in the year.**

**Construction and Building Services – Main duties**

To be responsible for all aspects of current and future construction and building services related tasks. This will include but is not limited to:

* Arrange and oversee architectural design and build
* To initiate, arrange fitting of all audio/visual, internet and security features and ensure that remain functioning
* Ensure all construction and related work is undertaken by qualified professionals
* To monitor all contractors and work undertaken
* Dealing with local authority planning and building control
* Ensure all security and safety safeguards are in place in all buildings
* Work closely with the Treasurer to ensure all monies spent are accounted
* To keep record of all build related costs and financial outgoings
* Work closely with other trustees and volunteers as needed

Note: Given the technical and professional aspects of the role, the post holder will be suitably qualified and have significant demonstratable building engineering and services experience.

**Time Commitment: Average out over the year – 1 day per week but periods of intense work at key points in the year.**

**Daily Operations – Main Duties**

To be responsible for all aspects of daily operations and services related to SIF buildings, **excluding** those related to construction and building services. This will include but is not limited to:

* Ensure all access and exit to the buildings is safe, secure, and properly documented
* Ensure all buildings are clean and safe to use
* Arrange for weekly, monthly, quarterly, and yearly cleans of all areas.
* Ensure all cleaning and consumables, such as toilet paper, are replenished
* Assemble and coordinate all volunteers involved in the safe and daily operations of the building.
* Ensure health and safety measures are effectively deployed on Friday and Eid prayer and during Ramadhan, including car parking
* Work closely with other trustees and volunteers as needed

**Note: Given the nature of the role, the post holder will ideally need to live locally and be a regular attendee of the mosque.**

**Time Commitment: Given the role, commitment is likely to be continuous but there will be periods of intense work at key points in the year.**

**Appointment Process**

**Given the multicultural nature of the users of SIF services, applications are welcomed from numerous communities.**

**Applications are particularly welcomed from females for suitable roles.**

Applicants should submit their interest on the accompanying application form, ideally accompanied with a Curriculum Vitae, outlining their experience for the role and what their vision is for the charity and its future priorities.

All applications will be reviewed by the trustees, who will also consult others as necessary, along with undertaking required statutory checks. Depending on level of interest and commitment a short list may be drawn but we hope to interview all potential applicants. It is envisaged the selection of new trustee will be confirmed by end of July or soon thereafter. These will then be forwarded to the charity commission who may also undertake checks. In parallel a trustee training event will be arranged, followed by a gradual handover from retiring trustees. The new trustee will formally assume their roles from 1st September.

Retiring trustees will be happy to provide ongoing support, should it be needed. Whilst Dr Qureshi will be leaving the area, he will happy to offer benefit of his experience and access to contacts and donors for future projects.

Shaukat Ali will become a volunteer for as long as he is able to.