

A BMFF Trustees Document

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1. Trustee's Role and Purpose:

- a. A trustee is responsible for the overall governance and strategic direction of the organisation.
- b. Developing the aims, objectives and goals in accordance with BMFF guidelines, legal and regulatory guidelines.
- c. A trustee is legally responsible for protecting the wealth, assets and debts of BMFF.
- d. The legal responsibility to ensure that BMFF complies with charity law guidelines, and all other regulations
- e. They must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose.
- f. They are generally protected if they have acted honestly and reasonably.

2. Appointments

- a. Trustees are approved at the BMFF AGM.
- b. They are invited from the public or can be nominated by the BMFF executive
- c. A trustee must be a participant or a representative of a faith institution, and /or who lives, studies, or is employed by a professional educational institutional or business organisation, functioning in Barnet.
- d. A trustee accepts in writing the principles, aims and objectives of the BMFF
- e. A person of at least 18 years of age.
- f. Different faiths are to be reflected in the makeup of the trustees.
- g. They should serve for a minimum of three years, with the possibility, subject to annual approval for up to nine years.

3. Trustee Job descriptions and responsibilities

- a. To agree the strategic aims and direction of the BMFF and support the development of its policies goals and targets.
- b. To ensure that the aims goals and objectives of BMFF are monitored and met.
- c. Trustee delegate responsibilities to an Executive committee for day-to-day operational matters of the charity
- d. Monitoring the financial management and stability of BMFF to ensure the charity operates within its means and that there are clear lines of accountability for financial management.
- e. Ensuring that the resources of an organisation are used only to pursue legitimate objectives.

- f. The trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to appeal this decision and can be accompanied by a friend.

4. General responsibilities.

- a. Maintaining the good name of the organisation.
- b. Making sure that the administration of the charity is carried out efficiently.
- c. Scrutinising Executive committee papers and other communications
- d. Participating in working groups as necessary.
- e. Attending seminars and networking events when required.
- f. Maintaining confidentiality of all matters in the course of duties as a trustee
- g. Regularly attending and taking a full part in Trustee meetings

5. Skills and qualifications:

- a. Commitment to the goals and aims of the organisation.
- b. Understanding the importance of carrying out the required governance financial and legal duties of BMFF
- c. Dedication to the role and a willingness to devote the required time.
- d. The ability to make good independent judgements.
- e. Proven strategic abilities that can be used to create effective plans.
- f. Being able to think creatively.
- g. Strength of character coupled with the ability to voice concerns and opinions.
- h. Proven experience working as a member of successful teams.
- i. Leading discussions and providing guidance on new initiatives, where they have specific skills, knowledge or expertise
- j. Integrity and objectivity which can be applied to all aspects of the role.

6. Vetting procedures and safeguards

- a. Candidates who have not been disqualified from acting as trustees and are asked to confirm in writing that this is the case.
- b. Candidates are asked to declare any existing or potential conflicts of interest.
- c. The trustees check the charity's governing document to ensure that the new trustees are elected in a proper and legal manner.
- d. The Executive Chair of the charity writes to the prospective trustees, setting out their duties and the charity's expectations of them; they are asked to sign and return a copy of this letter.
- e. An information pack about the charity is sent to new trustees, and a full induction process is arranged.
- f. A meeting will be arranged with new trustees to meet existing trustees and others involved with the charity, such as members of staff, volunteers and beneficiaries.
- g. The new trustees attend their first board meeting and are duly welcomed.
- h. All relevant parties, such as funders and the charity's solicitors and auditors, are notified of the new appointments.