



Board of Directors Job Application Information

Amina is a multi award winning organisation, recognised by Muslim communities and key partners for its pioneering and responsive approach to addressing key issues and needs of Muslim women across Scotland.

Enclosed in this pack you will find the following information:

- Information on Amina MWRC
- [Memorandum & Articles of Association](#)
- Job Description of a Board of Director
- Information on eligibility to be a charity trustee
- [Online Application Form](#)

Information on Amina MWRC

Having invested in this specialist area where there was previously a gap in services in Scotland, Amina is recognised as a national hub for gaining access to, and consulting with Muslim women. The organisation has been instrumental in initiating and tailoring services to meet the particular needs of Muslim women, ensuring they live safe, healthy, fulfilling lives and are able to fully participate in society without fear of discrimination or inequality.

Amina is a BME, Muslim women's community organisation where our work is informed and steered by an 'experts by experience' approach, with the involvement of our service users in every stage of the service design and delivery. We provide a range of inclusive, free, and accessible services such as the multilingual national Helpline, telephone befriending, financial inclusion support and civic, social, and wellbeing participation opportunities. Our intersectional approach is informed by the gendered, cultural, language, faith, and access needs of disadvantaged and marginalised BME women. We continuously build our services and practices through ongoing service user input and service delivery learning.

We're currently recruiting for new dynamic Board members to lead and support the growth of a fab organisation at this exciting time. If you feel you have the commitment, skills, knowledge and experience to take on this role and lead a unique organisation making a difference to over 4000 women a year, please complete this short application form: <https://goo.gl/3E5kxf>. Please note, we're open to applicants from across Scotland, from all backgrounds and are particularly keen to hear from you if you have HR, finance/accounting, marketing, fundraising experience.

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Role Description for the Board of Directors (TRUSTEES)

The Role of Directors/ Trustees

Amina MWRC is a Company Limited by Guarantee and a Scottish Charity. It is managed by an elected Board of Directors who are also Charity Trustees. Directors /Trustees take ultimate responsibility for the strategic direction and work of the charity, governance of the organisation and the way in which it spends the money given by donors to achieve its aims.

It has a legal dimension too, with Directors responsible for ensuring that the organisation complies with all legal and regulatory requirements. Directors must ensure that the charity acts according to its purposes, which are set out in its Memorandum and Articles of Association – its constitution. The Directors must always act in the interests of the organisation, avoiding any conflict of interest.

Commitment

It is a task that takes time to do properly, we estimate the equivalent of at least one day a month, and more for office bearers.

The full Board of Directors currently meets on a six weekly basis; there may be sub committees, with authority delegated to them by the Board of Directors, meeting at other intervals; and staff may seek to consult with you on your particular expertise. Directors must be willing to work in a team with fellow trustees, the Managing Director and other senior staff.

Duties

1. To agree the vision, mission and strategic plan for Amina MWRC
2. To ensure that the operational plan and budget reflect the agreed strategic direction and are appropriate
3. To agree the measures for objectively monitoring the progress of the charity towards its strategic goals
4. To monitor the achievement of Amina MWRC against the key measures from the operational plan and budget
5. To hold the Managing Director accountable for her responsibilities with regard to the achievement of the organisations goals, and for providing the Board of Directors with regular, constructive feedback on both management and overall achievement
6. To appoint staff, to set their terms and conditions and to ensure that the organisation and the appointee invests in ongoing professional development, and considers succession planning

7. To ensure that Amina MWRC fully complies with all legislation: e.g. in relation to its role as an employer, a service provider and a charity
8. To agree Amina MWRC's policies and ensure that they will assist in the achievement of the strategic and operational plans
9. To ensure that Amina MWRC has satisfactory financial control systems and procedures, and to review the level of risk annually
10. To safeguard Amina MWRC's reputation, and other intangible assets
11. To reflect annually on the Board of Directors's performance, Amina MWRC's overall performance and your own performance as a trustee.

Tasks

Essential

1. To participate in the annual strategic planning workshop (Awayday Review)
2. To attend Board of Directors meetings, read relevant papers and be prepared to make a contribution

Optional

3. To support the staff when requested by the Chair or Managing Director, sharing expertise, as a member of a working group or in other appropriate ways
4. To be prepared to act as a spokesperson for Amina MWRC when asked by the Chair or Managing Director, within an agreed brief
5. To chair or participate in a sub-committee as agreed by Board of Directors
6. To attend events as an ambassador for Amina MWRC, to network and promote the work of the organisation
7. To assist with fundraising by speaking, networking and otherwise seeking donations in conjunction with staff and volunteers as appropriate

Eligibility to be a Charity Trustee (Board of Director)

The Charities and Trustee Investment (Scotland) Act 2005 s. 69 disqualifies anyone from acting as a Trustee if they fall into any of the following categories:

2(a) has been convicted of—

(i) an offence involving dishonesty, unless spent by virtue of the Rehabilitation of Offenders Act 1974

(ii) an offence under this Act,

(b) is an undischarged bankrupt,

(c) has been removed, under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (c. 40) or section 34 of this Act, from being concerned in the management or control of any body,

(d) has been removed from the office of charity trustee or trustee for a charity by an order made—

(i) by the Charity Commissioners for England and Wales under section 18(2)(i) of the Charities Act 1993 (c. 10), section 20(1A)(i) of the Charities Act 1960 (c. 58) or section 20(1) of that Act (as in force before the commencement of section 8 of the Charities Act 1992 (c. 41)), or

(ii) by Her Majesty's High Court of Justice in England, on the grounds of any misconduct in the administration of the charity for which the person was responsible or to which the person was privy, or which the person's conduct contributed to or facilitated,

(e) is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986 (c. 46) or the Company Directors Disqualification (Northern Ireland) Order 2002 (S.I.2002/3150).

It is a Criminal Offence under this Act to act as a Trustee while disqualified, punishable by a prison sentence of up to 2 years, a fine, or both. (C&T I (S) Act 2005 s 70 1a,b).

In some circumstances OSCR can be asked to waive disqualification (C&T I (S) Act 2005 s 69 4,5,6).

In addition the Finance Act 2010 indicates a number of factors (but not limited to these) that may lead Her Majesty's Revenue and Customs (HMRC) to decide that a manager is not a fit and proper person:

- A history of tax fraud
- A history of other fraudulent behaviour including misrepresentation and /or identity theft
- HMRC have knowledge of involvement in attacks against or abuse of tax repayment systems
- Barred from acting as a charity trustee by a charity regulator or Court, or being disqualified from acting as a company director

As an organisation Amina – the Muslim Women's Resource Centre has a responsibility to ensure no-one takes on the role of a Trustee while disqualified.

By completing the online application form, you declare that you:

- have not been disqualified from acting as Charity Trustee, and to the best of my knowledge am not aware of any circumstances pending that could lead to my disqualification
- have not been convicted of an offence involving deception or dishonesty (or any such conviction is legally spent
- have not been involved in tax fraud
- are not an undischarged bankrupt

- have not made compositions or arrangements with my creditors from which I have not been discharged
- have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity
- have not been disqualified from serving as a Company Director
- will at all times ensure the charity's funds, and charity tax reliefs received by this organisation, are used only for charitable purposes