



In The Name Of Allah, The Most Gracious, The Most Merciful

Masjid & Madrasah al-Tawhid

80 High Road, Leyton, London E15 2BP

November 2021

Masjid and Madrasah al-Tawhid Trustee Recruitment Advertisement

- **CLOSING DATE : 2 January 2022**
- Application forms can be requested via e-mail from info@masjidtawhid.org

Introduction

Masjid and Madrasah al-Tawhid (MMAT) was established in 1984 as a Masjid based on the Ahle-Hadith school of thought (Salafi) and registered in 1998. The masjid is located Leyton, East London and has the mandate to serve the Muslim community of Waltham forest and beyond for their Islamic needs. MMAT is currently in a period of transition as we seek to review our governance, strategic decision-making and improve the services for our congregation. To assist in these efforts, we are currently looking to recruit new trustees and are particularly seeking out greater representation of the diversity within our congregation, including ethnic diversity, as well as from women and youth.

Knowledge, Skills and Expertise of a Board Member

We would like to appoint up to two Trustees. We will seek to formally appoint two new Trustees at a Board meeting by **March 2023**. The Board has recently identified the key skills, experience and knowledge it is looking to bring on-board through this process and is particularly looking to recruit new Trustees with a specialism or considerable experience in one or more of the following areas, **with a particular emphasis on administration and management**:

- Experience with Masjid Tawhid or other charities or voluntary work.
- Knowledge of human resources
- Experience in administration, office management and supporting board governance
- Organisational development and learning, managing change
- Experience of being part of an effective board (governance)
- Financial analysis and senior management experience
- Access to / knowledge of potential donor-supporters
- Fundraising, including through individual donors, campaigns and social media
- Experience in community welfare and engagement
- Experience in any interfaith work



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What Does MMAT Offer?

Becoming a Trustee of MMAT gives you the opportunity to be directly involved in initiating a new era of the masjid. Subject to approval by the Charity Commission, MMAT is seeking to expand its services and engagement with the community and serve as a community centre and more than just a place of prayer.

Currently all board meetings are held at MMAT and are generally held once a month, although when attempting to address Charity Commission queries and business, meetings are held fortnightly. As a community trust, considerable time, investment and input will be required to make this post meaningful and mutually beneficial.

The Role of the Board

1. MMAT is charity regulated by the Charity Commission of England and Wales and Trustees are also Directors in company law. The Board is responsible for corporate governance. Its general powers and functions are laid down in UK legislation, the Charity Commission's rules and guidelines, and MMAT's Articles of Association as amended from time to time.
2. The Board may delegate some of its governance functions and tasks to the Chair, the Treasurer or other trustees.
3. Board decisions are binding on all trustees and staff. Collective opinions expressed by the Board should be seriously considered, and individual views should also be given due attention.
4. Trustees have individually and collectively elected to freely give their time, expertise and attention to the organisation without remuneration. It is the law in the UK that Charitable Trustees may not be paid for their role as governors, trustees and members. This act of voluntarism is significant for the organisation in many ways. It represents the Board's commitment to the principles and value of our mission and mandate. It enables the Board to operate with enhanced integrity and independence, and it sets an example to others to join in supporting the growth and development of our community.

Delegation of Executive Management

5. The Board appoints a Masjid Manager to run the daily operations of the mosque. They are accountable to the Board.
6. The Board provides guidance and support to the Masjid Manager in the performance of their management functions. It oversees the performance of the Masjid Manager and provides feedback to them on an agreed basis.



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Governance

7. The Board has ultimate authority and final accountability for the way in which the masjid is governed by ensuring the following are in place:

- Effective executive leadership.
- Strong and transparent systems, policies and processes.
- An Islamic culture coupled with strong adab.

Strategic Thinking

8. On-going strategic thinking and reflection is a key role of the Board. Thinking strategically should inform all Board discussions and will involve considering and approving major changes in the focus, direction or purpose of the organisation. Formal opportunities for carrying out this function will include:

- Board meetings.
- Participating in organisational planning discussions.
- Reviewing, commenting on and approving multi-year strategic and operations plans.
- Playing an active role in one or more of the Board sub-committees.
- Fiduciary Responsibilities

9. The Board will perform the following functions:

- Ensure that the management and expenditure of MMAT funds comply with all statutory requirements and with sound financial control and planning practices and principles.
- Consider all financial statements presented to it; consider, in particular, any issues raised by MMAT's external auditors, financial issues of any kind, and any substantial capital expenditure; and take appropriate action as required.
- Ensure that the organisation prepares realistic budget forecasts of its financial needs and raises sufficient funds to meet these needs.

Composition of the Board

10. The Board is responsible for appointing Trustees. In appointing a new Trustee, the Board will review the knowledge, skills and expertise it requires to support MMAT now and into the future.

11. When recruiting a Trustee, the Board will seek to maintain appropriate diversity in its membership.

12. The Board may delegate the work of recruiting new Trustees to a sub-committee comprised of Board members.



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13. Each new Trustee will be appropriately inducted.

Management and Administration of the Board

14. The Board will meet at least once a month, currently these meetings are held on the second Monday of each month from 6:45 to 8:45 pm. At times meetings are held fortnightly. A schedule of Board meetings for a rolling 12-month period is maintained.

15. The quorum for Board meetings is six Trustees.

16. Each Trustee should endeavour to attend each Board meeting. Where a Trustee fails to attend three consecutive meetings, the Board should consider the matter and mandate the Chair to take appropriate action.

17. The Chair will chair Board meetings. If the Chair is absent, the Vice-Chair or Secretary will chair the meeting.

Board agendas and minutes

18. Each Board meeting will include the following standing items: Quranic recitation, apologies, declarations of interest, minutes and action points from the previous meeting; finance reports (including report from the Treasurer of the Board).

19. The Chair and Secretary approve agenda items. A Trustee may suggest an item for the agenda by contacting either the Chair or Secretary and submitting a Board Proposal Template.

20. Each agenda and the supporting documents will be circulated to Trustees in sufficient time prior to the meeting.

Elected positions and sub-committees

21. The Board will elect a Chair, Vice-Chair, Secretary and Treasurer. One person should not hold both positions.

22. The Chair will chair the Board meetings and assume other responsibilities determined by the Board.

23. The Vice-Chair will support the Chair in matters of strategic and organisational oversight, and in the absence of the Chair, will Chair Board meetings.

24. The Treasurer will advise the Board on financial matters; and support the Masjid Manager on financial matters, including sadaqah and zakat.

25. The Secretary will be sent out all meeting agendas and relevant action items. They will also be responsible for deciding agenda items in conjunction with the Chair. The



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Secretary is responsible for ensuring meeting minutes are finalised. This may include delegating minutes to another trustee or masjid manager, or alternative volunteer as appropriate.

26. The Board may establish other sub-committees to ensure effective governance; reduce the workload of the Board; provide advice to the Board; and/or provide advice and support to the management and staff of MMAT. Sub-committees may draw on outside expertise or advice when this is deemed useful or necessary.

Compensation to Board members

27. MMAT will not pay an honorarium to Board members for their attendance at Board meetings.

Avoiding Conflicts of Interest

28. Each Trustee will undertake their duties in good faith as stipulated in the Articles of Association, as updated from time to time and in the best interests of MMAT.

29. Each Trustee is required to complete a form setting out any actual or possible conflict of interest relating to their membership of the Board at the time of joining, annually thereafter or as circumstances alter. At each Board meeting there is a standing agenda item at which any actual, or perceived, conflict of interest must be declared by either MMAT or the conflicted Trustee.

27 November 2021