
TRUSTEE RECRUITMENT

WELCOME TO THE HANOON FOUNDATION

We are a British medical education charity, with 27 years' experience (known as FQMS until August 2024). Our mission is to develop medical education and postgraduate training as well as improve the quality and range of teaching on offer in Palestine.

Through our partnership with the medical schools, as well as local and international charities, we have been able to support thousands of students both directly through bursaries and training support, and indirectly through projects with the medical schools and supporting visiting trainers.

Our aim is to create a future where Palestinian healthcare is self-sufficient backed up by excellent medical education. This would negate the need for patients to be referred for treatment away from home.

CAN YOU HELP US ACHIEVE OUR MISSION TO ADVANCE MEDICAL EDUCATION IN PALESTINE?

We are seeking to recruit 2 new Trustees to join our Board, providing leadership and helping shape the future of THF. We are particularly interested in hearing from people **with skills and experience** in at least one of the following areas: **Governance, Business, Finance, Fundraising, Education and Law.**

As a Trustee Board member, you'll make your ideas and influence count at Board meetings and stakeholder events. You will also sit on one of our sub-committees, contributing your skills and knowledge to help THF.

We know that diverse Boards make better decisions, so it's important to us that we have a variety of perspectives and experiences represented on our Board. Our Trustee roles are open to everyone and we encourage applicants from all backgrounds.

I hope what you read in this pack will inspire you and drive your interest. We would like to hear from you, talk about your ideas and contributions.

KHALED DAWAS – CHAIRMAN OF BOARD OF TRUSTEES

Patrons: Dr Swee Chai Ang, Lady Elizabeth Bingham, Sir Terence English, Sir David Gilmour, Prof. Ilan Pappé

Trustees: Dr Awwad Awwad, Dr Rawya Charif, Mr Naseer Chia, Mr Khaled Dawas (*chairman*), Dr Ahmed Massoud (*vice chair*), Dr Anjum Misbahuddin (*vice chair*), Dr Lina Nashef, Mr Bob Niven, Ms Electra Simon, Mrs Yasmin Tabbakh

Officers: Mrs Shereen Nather (*Operations manager*), Mr Ziad Dawas (*treasurer*)

The Hanoon Foundation, previously known as FQMS (Al Quds Foundation for Medical Schools in Palestine)

Registered Charity No. 1063835, company limited by guarantee no. 3398543 England, registered office: 86-90 Paul Street, London, EC2A 4NE

ABOUT THF

Before 1995 Palestinians received their medical education abroad. This was problematic, as it is expensive with a limited number of opportunities, was of variable quality and led to a brain drain. This meant the range of medical services available to the public was limited and many patients had to be referred away for treatment.

Al Quds University in Jerusalem was the first medical school. In 1994, the school opened with an intake of 36 students. FQMS (now THF) was founded to help fund the medical school and aid its mission to deliver high quality education.

We now support four public medical schools in Palestine; Al Quds University (Abu Deess-Jerusalem), An Najah University (Nablus), Islamic University of Gaza and Al Azhar University (Gaza). You can find out about our current programmes [here](#).

OUR VISION

Our focus is on Palestinian medical education and postgraduate training. Our vision is of high-quality medical education and a self-sufficient healthcare system in Palestine with the concurrent creation of world class leaders and educators.

OUR VALUES

- Compassion
- Benevolence
- Transparency
- Inclusivity

THE BOARD OF TRUSTEES

The Board is currently composed of people with a variety of professional backgrounds. We wish to expand the Board further to widen our range of perspectives and experiences. You can find details of our current Trustees [here](#).

The Board meets at least four times a year. In addition to the Board meetings, there are a range of sub-committees which Trustees join based on their experience and interest.

THE BOARD'S RESPONSIBILITIES

The Board of Trustees has overall legal responsibility for the direction and control of the foundation. It's also accountable for compliance with relevant legislative and regulatory requirements. Trustees join as volunteers and are committed to furthering the purposes of THF.

We have a small team with one full member of staff and a volunteer Treasurer. To serve as a Trustee you must be over the age of 18 and not be disqualified because of bankruptcy, unspent criminal convictions for offences of deception or dishonesty, or a legal order or removal / disqualification as a Trustee or company director. It is a criminal offence to act as a Trustee while disqualified. As a Trustee you must act at all times in the interests of THF and fully comply with legal requirements on maintaining privacy and confidentiality of data and information you will be exposed to.

THE TRUSTEE ROLE

MAIN DUTIES AND RESPONSIBILITIES

- To be aware of and discharge the responsibilities of a Charitable Trustee and the Directorship of a Company limited by guarantee.
- To contribute to setting strategy targets and to monitor performance to ensure consistency with the values of the Foundation and to meet its charitable objectives.
- Safeguard the interest, and confidentiality and privacy, of all our donors and past, current and future beneficiaries, acting as guardian of its assets and taking due care over their security, deployment and proper application.
- To attend trustee meetings (minimum 75% attendance per annum) and other activities promoting THF and its work.
- Assist staff with the day-to-day operations.
- To ensure that THF takes appropriate steps, including fundraising, to secure necessary resources both financial and human to meet its charitable objects.
- To ensure that resources are managed with due probity.
- To exercise oversight over the finances and governance of THF.
- To safeguard the good name, reputation and values of THF.

- To review the strategic direction and future succession planning to ensure that THF responds to medical education needs in Palestine.
- To be actively involved in fundraising and the selection of scholars.

SUPPORT AND DEVELOPMENT

We make every effort to ensure you are able to fulfil your role to the best of your abilities, and to support your development. We give all new Trustees an induction and offer a buddy system to build relationships among Trustees and help you benefit from each other's perspectives and shared expertise.

WHAT IS THE TIME COMMITMENT?

Time required to prepare for and attend the following:

- 4 Board meetings a year (virtual or face-to-face), and occasional additional meetings.
- Sub-committee meetings – helping with the operational running of THF.
- The AGM.
- Participating in some of foundation's work, like sitting on a Trustee recruitment panel and attending some of our events.

Meetings are mostly in the evening or at weekends. Face-to-face meetings are held in central London.

This is not a paid role, but THF will cover reasonable expenses, if requested in advance and approved by the Board.

THE PERSON

THE TRUSTEES SHOULD BRING THE FOLLOWING:

- Knowledge and ability to engage with the charitable objects, mission and priorities of THF.
- Strategic vision and an ability to think creatively.
- Ability to work seamlessly with a team of professionals responding in a timely manner to Board communications.
- Sound, independent judgement and the ability to challenge constructively.
- A willingness to devote necessary time and effort to be a Trustee.
- An understanding of **Good Governance of Charities.**
- Willingness to undertake Trustee training and appraisal.
- Experience of developing partnerships and building relationships with funders, businesses, public bodies and major donors.
- The intellectual capacity to grasp issues outside personal experience and communicate opinions and contribute to discussions around such issues.
- Be numerate, with the ability to understand budgets and charity finance.

- Commitment to acting in the best interests of THF and following the **“Nolan Principles of Public Life”** (selflessness, integrity, objectivity, accountability, openness, honesty and leadership).

We are particularly interested in hearing from people with skills and experience in at least one of the following areas:

- **Finance**
- **Fundraising**
- **Business**
- **Education**
- **Legal**

TRUSTEE WITH FINANCIAL BACKGROUND

To help oversee and provide advice on the organisation’s financial affairs, ensuring its financial viability.

In addition to the general responsibilities of a Trustee, provide advice on:

- Budgets, accounts and financial statements and the audit.
- Assuring the financial resources of the organisation meet the present and future needs.
- Appropriate accounting procedures and controls are in place.
- The financial implications of the organisation’s strategic plans.
- An appropriate investment policy.
- Monitoring the organisation’s investment activity and ensuring it is consistent with the organisation’s policies and legal responsibilities.

To fulfil the role of the Trustee you should have the following qualities:

- Financial qualifications and experience.
- Some experience of charity finance and fundraising.
- The skills to analyse proposals and examine their financial consequences.
- A willingness to be available to staff for advice and enquiries on an ad hoc basis.

TRUSTEE WITH A FUNDRAISING BACKGROUND

To support the development of a sustainable fundraising strategy, key in enabling us to meet and exceed our goals: growth and impact.

In addition to the general responsibilities of a Trustee, experience of the following:

- Fundraising/income-generation and/or business development.
- The UK grant and contract sector.
- The challenges facing organisations, such as THF in securing new funds.
- Experience of diverse income generation practices.

TRUSTEE WITH BUSINESS BACKGROUND

The overall aim is to support the growth of THF's supporter base and to help develop relationships with key stakeholders.

In addition to the general responsibilities of a Trustee, experience of the following:

- Developing impactful awareness/engagement campaigns with small budgets.
- Networking and creating partnerships with key stakeholders, e.g. voluntary sector, business communities and public agencies.
- Writing marketing and communication strategies and business plans.
- Leadership experience within a commercial organisation.
- VIP relationship building.

TRUSTEE WITH LEGAL BACKGROUND

To advise the Board of Trustees on a variety of legal aspects of the organisation. This role would be ideally taken by a commercial contract lawyer.

TRUSTEE WITH EDUCATION BACKGROUND

Experience in concepts such as student mentoring and understanding of education theory and delivery, to advise the Board of Trustees and provide guidance to our partners on enhancing educational programmes and student support.

HOW TO APPLY

Apply to admin@fqms.org and send the documents listed below:

- **An up-to-date CV** – maximum 2 pages.
- **A supporting statement** - outlining your interest in the role and how you fit the person specification. Include examples of your skills and knowledge gained from voluntary and paid work. Maximum 500 words.
- **Referee details** – We need references from two people who can evidence your ability to work strategically at Board level, and also your specialist knowledge, please include:
 - Name
 - Address
 - Position in the organization
 - Relationship to you
 - Telephone number
 - Email address

If you have any questions about the role or your suitability, please email admin@fqms.org

THE CLOSING DATE IS FRIDAY 29TH NOVEMBER 2024 AT 6:00PM

If you are accepted there will be a 6-month introductory / probation period to allow for mutual vetting.