



### Role Descriptor for Chair of the Board of Trustees

The Chair of the Board of Trustees will provide strategic leadership to Hidayah, ensuring the organization remains aligned with its mission to support and advocate for LGBTQ+ Muslims. The Chair will guide the Board of Trustees in effective governance and act as an ambassador for the charity within both the Muslim and LGBTQ+ communities.

#### **Key Responsibilities:**

##### **Leadership and Governance:**

- Provide leadership to the Board, ensuring that Trustees fulfil their duties and responsibilities for the effective governance of the charity.
- Oversee the Board of Trustees' operation, ensuring its members work collaboratively and effectively.
- Ensure the charity complies with its constitution, governing documents, charity law, and other relevant legislation/regulations.

##### **Strategy and Planning:**

- Lead the development and implementation of the charity's annual strategic plan, ensuring alignment with the needs of LGBTQ+ Muslims.
- Liaise with the Secretary in writing the annual report outlining Hidayah's impact and achievements
- Work with the Board of Trustees to ensure that strategic objectives are effectively executed and serve the community
- Liaising with the HR & Recruitment Trustee regarding a portfolio of policies to ensure the smooth running of Hidayah

##### **Board of Trustees Management:**

- Chair monthly Board meetings effectively, ensuring decisions are taken in a timely manner and that actions are followed up.
- Facilitate a positive and inclusive Board culture where diverse viewpoints are encouraged and respected.
- Manage all Trustees at Hidayah

##### **Advocacy and Representation:**

- Act as an ambassador for the charity, promoting its work within both the Muslim and LGBTQ+ communities and to a wider audience.
- Represent the charity at key events, meetings, and functions, and develop relationships with key stakeholders and partners.

##### **Financial Oversight:**

Contact [hr@hidayahlgbt.co.uk](mailto:hr@hidayahlgbt.co.uk) if you are interested in applying

- Oversee the charity's financial health, ensuring it operates within its means and maintains proper financial control and accountability.
- Work with the Treasurer and the finance team to ensure the Board of Trustees receives accurate and timely financial information.
- Act as a signatory for Hidayah's bank account and financial operations.
- To seek out partnerships, sponsors and endorsements from individuals and organisations.

#### **Risk Management:**

- Ensure appropriate risk management policies and procedures are in place and adhered to.
- Regularly review and address potential risks to the charity's operations and reputation.

### How much commitment is required?

The hours are flexible around your schedule. All Trustees volunteers are expected to:

- Attend monthly meetings to update on tasks, progress etc.
- Aim to attend all other planning meetings as necessary
- Attend Hidayah events where geographically possible
- Add to and maintain the administration of our file-sharing system 'Google Drive' to ensure it's up to date with clear records, templates and forms
- Check and respond to emails in a timely manner
- Contribute to the communications group (via Discord) and stay up to date with Hidayah developments
- Keep up to date with Hidayah communication and organisational developments

### What do we expect from a the Chair of the Board of Trustees?

**Please note that you must agree with and fit the criteria below to be eligible to volunteer in this role:**

#### **Essential:**

- Demonstrable experience in a leadership role within a charity, non-profit, or similar organization.
- Strong understanding of governance best practices and charity law.
- Excellent communication and interpersonal skills, with the ability to foster a collaborative and inclusive culture.
- Strategic thinker with the ability to translate vision into actionable plans.
- Strong financial acumen and experience overseeing budgets and financial planning.
- Passion for the charity's mission and commitment to its values, with a deep understanding of the challenges faced by LGBTQ+ Muslims.

#### **Desirable:**

- Previous experience as a Chair or in a senior non-executive role.
- Experience in fundraising and development activities.
- Established network within the Muslim and LGBTQ+ communities and among relevant stakeholders.

#### **Terms of Appointment:**

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- The Chair will be appointed for an initial term of 3 years, which may be renewed for a further term(s).
- This is a voluntary position; however, expenses incurred in fulfilling the role will be reimbursed as approved by the Board of Trustees in line with Hidayah's policies.

All volunteers are expected to join Hidayah's Membership and Hidayah Discord server, read all Hidayah policies read, understand and agree with the constitution of Hidayah (available on our website).

Please ensure you do not have a conflict of interest with your current role and check this prior to applying for this role.

### What benefits do I get from this role?

Volunteering with Hidayah brings a range of a benefits such as:

- Contributing to Hidayah's cause
- Supporting vulnerable communities
- Connecting with like-minded, passionate people
- Experience working in community events
- Development of professional networking skills
- Reference for your CV