



JOB DESCRIPTION FOR TRUSTEES OF MSF

The Role of Trustees

Trustees take responsibility for the work that the organisation does, and the way in which it spends money given by donors, to achieve its aims. It is a significant responsibility, focusing on the strategic direction of the organisation, agreeing on plans and budgets, and holding the executive director to account for the delivery of the plans.

It has a legal dimension too, with trustees responsible for ensuring that the organisation operates to non-profit standards and is in compliance with applicable USA federal and state laws.

Commitment

It is a task that takes time to do properly; we estimate the equivalent of at least one day a week, or about 10-15 hours per week.

Trustee Job Description

Trustees are voting members of the Board with full authority and responsibility to develop policies, procedures and regulations for the operation of the Foundation, and to monitor the Foundation's financial health, programs and overall performance.

Policy responsibility includes:

- making a final determination and voting on the strategic plan for the Foundation, and evaluating the Foundation's performance in accomplishing its mission on an annual basis;
- reviewing, discussing and voting on program committee guidelines, and voting on all grant submissions for funding; and,
- developing policies for the operation of the program committees, and developing policies for trustee participation on the Board.

Personnel responsibility includes:

- hiring the executive director, determining performance standards, and evaluating performance on an annual basis; and,
- reviewing and approving personnel policies.

Finance responsibility includes:

- reviewing and approving the Foundation's annual budget;
- on an annual basis, reviewing and approving a spending policy (determining the amount of money that will be available for grantmaking) for the Foundation, and an investment policy, that fulfill the mission and goals of the Foundation;
- overseeing the work of the Finance/Investment Advisory Team in defining investment goals, monitoring the management of investments and adhering to tax requirements; and,

- overseeing the work of the Endowment Advisory Committee in gathering tax benefit information from different countries, managing existing endowments, and attracting new endowments to the Foundation.

The responsibilities of the trustees are:

1. To evaluate on a regular basis:
 - The organization's effectiveness in accomplishing its mission;
 - The role and performance of the Executive Director on an annual basis;
 - The effectiveness of the allocation of resources;
 - The effectiveness of individual trustees and of the Board of Trustees as a whole; and,
 - Whether the Foundation should continue as an organization.
2. To establish and oversee:
 - Institutional policies including but not limited to a policy of non-discrimination;
 - Personnel policies; and,
 - Systems for fiscal accountability.
3. To take responsibility for planning by:
 - Ensuring that there is a mission statement;
 - Ensuring that there is a strategic plan; and,
 - Overseeing the implementation of the strategic plan.
4. To oversee the acquisition and allocation of funds by:
 - Defining investment goals;
 - Monitoring the management of investments; and
 - Approving the foundation's overall program plan.
5. To oversee the establishment and work of the Endowment Advisory Committee; and
6. To maintain absolute confidentiality about all sensitive/confidential information received in the course of fulfilling the trustees' duties to the Foundation.

The tasks of the trustees are:

1. To attend the annual trustee meetings;
2. To read and respond to relevant emails, documents, funding requests and other papers and be prepared to make a contribution;
3. To support the staff when requested, sharing expertise, as a member of a working group or in other appropriate ways;
4. To be prepared to act as a spokesperson for the Foundation when asked by the Executive Director, and to work within an agreed brief;
5. To attend meetings, congresses and other events as an ambassador for the Muhammad Subuh Foundation, to network and promote the work of the organisation; and,
6. To assist with fundraising by speaking, networking and otherwise seeking donations in conjunction with staff and volunteers as appropriate.

Trustees should manifest and exhibit:

- A commitment to the organization;
- A willingness to devote the necessary time and effort;
- A strategic vision;
- Good, independent judgment;
- An ability to think creatively;
- A willingness to speak their mind;
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- An ability to work effectively as a member of a team; and,
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.