



## ROLE DESCRIPTION

# IUS TRUSTEE

**Team:** IUS Trustees

**Location:** UK based

**Liaison with:** Executive Committee (EC) members, Volunteers other IUS Trustees and Advisors

### PURPOSE OF THE ROLE

Trusteeship of the Islamic Unity Society (IUS) charity in a non-executive capacity.

### KEY TASKS

1. Pro-actively provide expertise, skills and knowledge in at least one specific area (e.g. fundraising, project management, legal, strategic, religious, youth work/volunteer management) to the EC.
2. Get to know a decent number of IUS volunteers and EC members, and their work in the organisation, and informally mentor at least two of them.
3. Play an active role in forming, developing and critiquing long-term strategy and development plans of the organisation.
4. Ensure the events and services of the IUS are in the best interest of the organisation, deliver on its aims & objectives and conform to the generally accepted norms of the Shia Muslim Imamiyah school of thought.
5. Act as ambassadors for the IUS to other people, youth groups and activists in our community at networking events, conferences and facilitating meetings/new introductions etc.
6. Be financially and legally responsible for the Islamic Unity Society (IUS) in accordance with Charity Law.
7. Engage in dispute resolution in the event of a dispute between members.
8. Input into producing a Trustees Annual Report for the Charity Commission and to members at AGMs.
9. Nominate individuals to join the Advisors Board.

### TIME COMMITMENT

Rolling two year terms before requiring re-election.

Average of 4 - 8 hours per month.

Meetings generally quarterly (conference calls or face-to-face) Annual General Meeting (AGM) in September/October each year.

### DESIRABLE QUALITIES AND SKILLS

Expertise in at least one specific area, such as those outlined in Task 1 above.

Ability to listen to lots of people's opinions and requirements and then formulating suggestions.

Awareness of the latest events and discussions in the communities.

Commitment and enthusiasm to the ideals and objectives of the IUS.

Ability to network and form good connection with leaders of other communities and groups.

Experience of management of other youth and/or voluntary organisations in the third sector.

If you are interested in taking on this role or to find out more information, please email [hr@ius.org.uk](mailto:hr@ius.org.uk)