



21st November 2021

3rd Floor
207 Regents Street,
London, W1B 3HH

+44 20 3747 9960
info@mitzvahday.org.uk
www.mitzvahday.org.uk

Charity Number: 1125682

 Mitzvah Day
 @MitzvahDay

Expectations

Member of the Mitzvah Day Board of Trustees

Governance Values

Trustees are visible representatives of Mitzvah Day and are required to act with integrity and objectivity, in partnership with other Trustees, staff, volunteers and other stakeholders.

As members of the Board of Directors of Mitzvah Day, trustees have a legal and moral responsibility to ensure that the organisation does the best work possible in pursuit of its goals and commit to acting responsibly and prudently as its stewards.

Responsibilities

- **Strategy and Policy:** set Mitzvah Day's strategic direction and goals, approve Mitzvah Day's policies and maintain continuity, and stability through periods of change.
- **Governance and Management:** approve operating plans and budgets, ensure effective risk management is in place, and hold the Chief Executive accountable for the delivery of the strategy and business plan.
- **Compliance:** ensure Mitzvah Day complies with its statutory responsibilities as a registered charity, the rules of any regulator and its own rules and policies.
- **Probity:** ensure the solvency of Mitzvah Day, that its funds, assets, and reputation are protected and used solely in accordance with Mitzvah Day's aims, ensuring accountability to both funders and beneficiaries.

Board members are expected to:

1. Become well versed in the mission vision and activities of the organisation, and pro-actively promote Mitzvah Day to the community.
2. Attend all board meetings, away days, and any extraordinary meetings as necessary. If board members attend fewer than three meetings a year, they will be contacted by the Chair about their future membership of the board.
3. Actively participate in Mitzvah Day activities in their community or as directed.
4. Actively participate in fundraising activities.

Pears
Foundation

SHORESH
TRUST

clare duffield foundation

THE
JC
THE JEWISH CHRONICLE

AJEX
THE JEWISH MILITARY
ASSOCIATION UK



21st November 2021

3rd Floor
207 Regents Street,
London, W1B 3HH

+44 20 3747 9960
info@mitzvahday.org.uk
www.mitzvahday.org.uk

Charity Number: 1125682

 Mitzvah Day
 @MitzvahDay

5. Take on the position of Board member for three years. Board members will be entitled to be appointed for two consecutive three-year terms. Following this board members may be re-appointed for a further year in exceptional circumstances.
6. Act in the best interests of the organisation, and excuse oneself from discussions and votes where there may be a conflict of interest.
7. Stay informed about what's going on in the organisation; ask questions and request information; participate in and take responsibility for making decisions on issues, policies, and other board matters.
8. Work in good faith to support staff and other board members as partners towards achievement of our goals.

Mitzvah Day is responsible to board members in the following ways:

11. Mitzvah Day will send board members, without requests, regular financial reports and an update of organisational activities that allow board members to meet the requirements of good governance.
12. The Chair of the Board will meet with all board members annually to discuss the organisation's programmes, goals, activities, and the board members' status and role within the Board.
13. Mitzvah Day will help board members perform their duties by keeping them informed about issues in the field in which we are working, and by offering them opportunities for training and professional development as a board member.
14. Board members and staff are expected to respond in a straightforward fashion to questions that other board members deem necessary to carry out their fiscal, legal, and moral responsibilities to this organisation.
15. Staff and board members are expected to work in good faith with each other towards the achievement of our goals.
16. If the organisation does not fulfil its commitments to board members, they can call on the Chair of the Board and Chief Executive to discuss these responsibilities.

