



21st November 2021

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Charity Number: 1125682

 Mitzvah Day  
 @MitzvahDay

## Terms of Reference – Mitzvah Day Board

### Purpose

The purpose of the Mitzvah Day Trustee Board is to:

1. Help ensure that the organisation is carrying out the purposes for which it was set up, and support it to do so effectively, now and in the future
2. Ensure it is acting in full accordance with law and good practice
3. Ensure the organisation's resources are managed effectively and responsibly
4. Ensure that the organisation is managing its risks effectively and responsibly; and
5. Support and hold to account the CEO.

### Mode of Operation

1. The Board will meet four to five times a year. It will be considered quorate if there will be no less than one-third of the board in attendance (or two if this is a greater number).
2. Board members will receive the following papers ahead of each meeting:
  - a. Notification of the date, time, and location of the meeting (at least seven days prior to a meeting)
  - b. Agenda with timings
  - c. Minutes of the last Board meeting
  - d. CEO Report (that covers financial, governance, operational, fundraising and risk matters)
  - e. Financial Report
3. Minutes will record decisions and be circulated to members within a week of each meeting.
4. Board meetings will focus on decisions that are:
  - a. strategic in nature affecting operations or reputation of the organisation,
  - b. agreeing significant changes to the strategy, programme, or operating model, and
  - c. changes to the governance of the organisation
5. Board meetings might also include discussions, training, or requests for the Board to play additional roles within fundraising, communications, and programming.
6. The Board will receive monthly financial reports from the CEO.
7. The CEO will be in attendance at each Board meeting, without voting rights. Other staff members may attend at the Chair's discretion.
8. The Board will have an annual strategy away day.