

For the RECORD [& APPROVAL] of
THE CHARITY COMMISSION
WRITTEN RESOLUTION OF

NAME OF THE CIO: **AL-MARYAM**

CHARITY REG NUMBER: **1181384**

We, the undersigned, being all the TRUSTEES of the above CHARITY hereby unanimously approve the following charter for EXECUTIVE BODY in the form of a resolution and agree that the said document shall for all purposes be taken as valid for all times to come until suitably amended by the Trustees in meeting. It will be placed on record of the Charity Commission for England & Wales in the best interests of AL-MARYAM.

AL-MARYAM has three trustees and each trustee has equal legal and financial responsibility. Like most voluntary organisations and charities **al-maryam's** trustees are not paid in cash or kind, neither directly nor via aids or facilities as the charities are established for public benefit, and not for personal gains.

All trustees collectively have the ultimate responsibility for running a voluntary organisation. They can be personally responsible for what the organisation does; trustees can delegate some of their authority to the executive members & associates but they can never delegate their responsibility.

As responsibility is collective, if there are any legal or financial repercussions from decisions made by the trustees, then all members of that group are legally liable in equal proportion; the behaviour of one trustee is the concern of all the others.

Trustees are there to lead, control and supervise the organisation's activities as are detailed in the governing document, and backed up by law. To enable **al-maryam** to meet its aims, trustees perform the following functions:

- Set the vision, mission and values of the organisation.
- Develop direction, strategy and planning.
- Ensure the organisation has the structure for its work.
- Establish policies and procedures to govern organisational activity, including guidance for the executive body, its members and volunteers.
- Establish systems for reporting and monitoring.
- Ensure compliance and accountability with the governing document, external regulators and the law.
- Make certain that the financial affairs of the organisation are conducted properly and are accurately reported.

To take the above goals & roles through success and for the effectiveness of **al-maryam** as a charitable organisation the trustees need to raise an **Executive Body** [EB] whose **TEN members** are being allocated various functions according to their interests and of course vital skills and experience they keep individually.

Chair – or the **Chief Executive** will be specific for a trustee's designation who will be looking after the whole charity's admin work BUT will not be a part of the Executive Body.

Vice Chair – Administrator or Chief Manager

He / she will be having a leadership role and is usually delegated the line-management of the Chief Executive on its behalf. Key duties can include:

- preparing agendas for the meeting in consultation with the members and other trustees
- ensuring meetings are run efficiently, and discussion and decision-making is democratic and fully participative
- holding the casting vote in the event of a split decision
- ensuring that AGMs and Executive Body meetings are carried out according to the governing document.

The Vice Chair / Administrator may also represent the organisation at external events and meetings, keeping an eye on expenditures and spending *vis a vis* charity's income.

Treasurer

All trustees collectively play their part in financial monitoring and decision making. At the moment **al-maryam** has no regular income and spending are mainly made by the trustees and key-role executives from their own pocket. The treasurer's role cannot be denied in charities but will be allocated to some member of the Executive Body when day-to-day financial business takes start. However, when in place, the Treasurer's tasks would include:

- controlling and accounting for the organisation's finances
- issuing receipts for cash received, keeping records of cash paid out, and being a counter signatory to any major banking transaction
- overseeing book-keeping
- presenting financial reports, raising issues and answering questions at regular meetings
- liaising with the auditors or financial examiners for the annual review of accounts
- ensuring statutory returns are made to the relevant regulators mainly the HMRC and the Charity Commission.

General Secretary

The Secretary will be responsible for many specific tasks, some of which will be regular practical administrative duties of volunteers and the paid staff, if any. These will include:

- convening meetings and booking rooms

- dealing with correspondence received and sent to key regulators and sister organizations
- preparing agendas for meetings (in consultation with the trustees, Administrator and other EB members)
- taking the minutes of meetings and ensuring back-up information is available where required.

[**AL-MARYAM**'s General Secretary should not be taken as a 'company secretary' under company law. Under Company Law, the position of a 'company secretary' has a specific legal meaning – whereas here it is a charity organization - not a profit making company]

Besides the above narrated traditional roles in charity functions, each charity including **AL-MARYAM** has to concentrate on **SEVEN types of Roles** within its organizational structure:

- **Management / Administration:** Like all good charities **al-maryam** also needs a strong team at its core. Thus we're looking for someone who is logical, process-driven and likes to be highly-organised. The three main functions of admin and their roles have been given in above paragraphs.
- **Personnel and Human Resource:** People, employees and volunteers are crucial to the success of any given charity – so for **al-maryam** too. Our members have to be responsible enough for making sure that we look after our neighbourhood and their wellbeing, along with training & development.
 - *[The charity who receives the most donations in the UK is Gavi Alliance: a charity which draws together major international bodies to fund immunisation programme - Source: Charity Aids Foundation]*
- **Print & Media Communications and Campaigning:** Raising awareness of **al-maryam** can come in the form of publicity, marketing and communications, representing the organisation at events, organising large-scale fundraisers and awareness campaigns or liaising with benefactors who will be making substantial donations.
- The voluntary sector is benefitting hugely from social media, as it enables fast, effective targeting of potential donors, volunteers and contributors for fundraising and other campaigns aimed at internet users.
- **Volunteer Management: AL-MARYAM** also needs volunteers as for the other all charities. We tried, in the recent past, to get volunteers in various fields but couldn't succeed to get any. However, we are not disappointed and our efforts to get perfect persons would continue.
- **Policy Development and Research:** Charities need to raise their awareness - and part of this is providing the research, insights and analysis required to influence the debate – BUT we are too small to plan about it at this stage at least.

- **Fundraising:** Every charity exists to raise money for its cause through fundraisers but there is more to charity work than calling door to door rattling your tin. Fundraising members of **al-maryam** will have to apply for funding from large organisations by putting together funding proposals.
- **Patronising Officers / Advisers:** the selected personalities would work with the fundraising members to contribute towards the overall fundraising targets of **al-maryam** and to ensure the long term sustainability of the charity's work. They will work out high-value successful applications to new and current UK and/or international trusts and statutory funders.

Of course, **AL-MARYAM** is a little different charity, but it also requires experts. These could be scientific researchers, lawyers, human rights specialists and so on. We'll continue to build up our structure and will never think of going astray – if the blessings of our patrons and members would remain available to us.

Dated: 15th day of October 2019

Signed:

(Inam R Sehri)
Trustee

(Najeeb Ullah)
Trustee

(Abu M Sehri)
Trustee