



Dear Applicant

## **Midlands Ethnic Albanian Foundation Board of Trustees Application Pack**

Thank you for your interest in becoming involved with MEAF (Midlands Ethnic Albanian Foundation). We are looking to recruit three enthusiastic and talented trustees to compliment the skills and expertise of our existing Board members.

We are seeking candidates with a wide range of experience. More specifically we are looking for candidates who can demonstrate strategic leadership within the charitable sector, safeguarding experience, or and educational and financial expertise.

Successful candidates will be required to attend at least four board meetings and participate on any board sub - committee as may be necessary. Trustees can claim reasonable out-of- pocket and travel expenses bur there are no otherwise remunerated.

This application pack includes information about MEAF and Trustee role descriptions for the vacancies we are recruiting for. If you are interested in applying, please complete an application form and return it via email to: [chair@meaf.org.uk](mailto:chair@meaf.org.uk) as soon as possible.

We look forward to hearing from you soon.

Edison Lami

Chair of Trustees

[www.meaf.org.uk](http://www.meaf.org.uk)

Mobile: 07747649787

Midlands Ethnic  
Albanian Foundation  
(MEAF)

Email: [contact@meaf.org.uk](mailto:contact@meaf.org.uk) **Funded by:**

[www.meaf.org.uk](http://www.meaf.org.uk)

Registered Charity:

1079774

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## Midlands Ethnic Albanian Foundation Information

The Board of Trustees is the strategic body of MEAF and trustees have some specific roles and responsibilities. These include the responsibility for:

- Directing the affairs of MEAF,
- Ensuring that it is solvent and well run and
- Acting within its objects, as stated in our Constitution.

Trustees are entrusted to look after resources of MEAF and to ensure these are used effectively for the overall purpose of the charity. Trustees are accountable for their decisions and actions to their internal and external stakeholders, the public and courts.

### The statutory duties of a Trustee:

1. To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
2. To ensure that the organisation pursues its objects as defined in its governing document
3. To ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
4. To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
5. To safeguard the good name and values of the organisation.
6. To ensure the effective and efficient administration of the organisation
7. To ensure the financial stability of the organisation
8. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
9. If the charity employs staff, to appoint the chief executive officer and monitor his/her performance

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## Other duties

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

1. Scrutinising board papers
2. Leading discussions
3. Focusing on key issues
4. Providing guidance on new initiatives
5. Other issues in which the trustee has special expertise

## Essential skills and experience required:

1. Commitment to the organisation
2. Willingness to devote the necessary time and effort
3. Strategic vision
4. Good, independent judgement
5. Ability to think creatively
6. Willingness to speak their mind
7. Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
8. Ability to work effectively as a member of a team
9. Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## Meetings

The Board of Trustees meets monthly on weekday evenings or during weekends and in addition are required to join any sub- committee as and when required.

## Additional commitments:

Our trustees are also committed to:

- Utilizing their experience for specialist projects or organizational policies
- Supporting the organisation's fundraising strategy and activities
- Representing the organisation as required.

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## **About MEAF**

### **Networking with regional and national organizations.**

In November 2014 we joined a networking event organized with by the Association of Albanian Organizations in the UK with Albanian and Kosovan Ambassadors, hosted at the Houses Of Parliament by a group of MP's lead by Andy Slaughter MP. Integration and progression of Albanian Community in the UK was highly praised by the MP's present at this event.

### **Lobbying MP's to support the right to vote:**

Early Day Motion 340 - ALBANIAN ELECTIONS

We thank Lorely Burt Solihull MP for being a primary sponsor of the EDM and 18 other MP's who have signed it so far.

That this House notes that it is 100 years since Albania declared independence from the Ottomann Empire; recognises the desires of Albanians resident in Britain to help build a more democratic Albanian state; acknowledges that the ability to vote plays a vital role in assisting with this; regrets that British-based Albanians are currently unable to vote in Albanian elections, unlike Albanians in countries such as Kosovo and Macedonia; and calls on the Government to support the cause of British-Albanians in securing the right to vote in Albanian elections in order to ensure the democratic equality of all Albanians regardless of geographical location.

### **Organizing community activities.**

To mark Albanian Independence Day, in November 2014 MEAF we organised our 'Flag Day' celebration with people attending from various parts of the Midlands: Birmingham, Coventry, Dudley, Wolverhampton etc. During this year we will continue to organise similar events to promote our language, cultural understanding and traditions, whilst involving as many interested groups and members of our community, as possible.

### **Signposting, Information and Guidance**

We will continue to provide signposting, information and guidance to newly arrived Albanian speaking people in the Midland Region, to assist them as and when required.

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